

Community Development Block Grant

Start Smart Initiative

Application and Guidelines



**Business and Community Services
Community Development Block Grant
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INTRODUCTION

The Missouri Department of Economic Development (DED) Division of Business and Community Services is accepting applications for financial assistance to support capital improvements related to Governor Nixon's Start Smart Initiative. Children's participation in pre-kindergarten contributes to success in elementary, secondary and post secondary education which ultimately impacts career opportunities. The Department is providing resources to support the development of new or the expansion of existing high-quality early childhood and pre-kindergarten education opportunities specifically directed at children of low and moderate income families.

Successful applicants will provide for a sustainable pre-school model. Although funding is directed towards capital improvement costs, successful applicants will demonstrate how those investments will be maintained to provide a sustainable pre-kindergarten program for years to come.

Applications for Community Development Block Grant (CDBG) funding are limited to units of local government (cities or counties), but must also include a Missouri non-profit organization and the local school district(s). Examples of non-profits may include local community foundations, local economic development organizations, or local youth organizations. Non-profits may provide the pre-kindergarten services as a part of their operating functions or they may contract with other service providers, including area school districts. The involvement of the local government as the applicant, and a non-profit as a sub-applicant, is required by the State CDBG program.

Planning: The State has consulted with local officials on many occasions since 1981, and policy revisions in the program reflect the desires of local officials and citizens. In November, 2013, the State made available its FY2014 annual action plan. Citizen comments were taken into consideration in the development of these guidelines, and a **final** Action Plan for FY2014 of all program rules and policies will be available for public distribution on February 1, 2014.

ELIGIBLE USES OF FUNDS: Eligible capital improvement costs may include acquisition, new building construction, rehabilitation of existing properties, and related soft costs associated: appraisal; closing costs; engineering and architectural costs; inspections; and permitting.

TYPICAL NATIONAL OBJECTIVE USED: 51% LMI proven either through area wide benefit, by survey or census, target area benefit by survey (the target area must be defined and defensible in terms of the use of the facility in order to use this option), or limited clientele. This latter option is reserved for facilities that address a specific group of beneficiaries that may be drawn from throughout the community or area. See the document titled ***Start Smart Initiative - Determining Low and Moderate Income Benefit for Your Project*** found on this same webpage. Please discuss the specific option chosen with the CDBG staff prior to initiation of the application.

APPLICATION EVALUATION

All applications will be evaluated on:

- ☐ Need – defined as the availability and capacity of early childhood educational opportunities in the proposed service area;
- ☐ Impact – defined as the extent to which the proposal will address the documented population of children in the proposed service area without access to quality early childhood education opportunities;
- ☐ Efficiency of Plan –defined as the cost per square foot and the cost per beneficiary;
- ☐ Capacity– defined as the non-profit applicant’s history and experience in early childhood education and its relationship with the local school district;
- ☐ Sustainability– defined as the strength of the plan for ongoing operation beyond the term of the funding requested;
- ☐ Quality– defined as a subjective analysis of the curriculum and educational instruction proposed, as evaluated by professionals with expertise in early childhood education;
- ☐ Outcomes – defined as the degree of which measures are proposed to effectively and objectively measure project outcomes;
- ☐ Beneficiaries – defined as the cost per beneficiary.

APPLICATION PROCESS

Applicants to the Community Development Block Grant Program are limited to units of local government (cities or counties). Cities and counties may make applications on behalf of Missouri non-profit organizations. The local government and non-profit organization may work together to assemble the application information. The grant agreement is executed between the Department of Economic Development and the local government. A second agreement is executed between the local government and the non-profit.

STEP 1 – DETERMINE JURISDICTION AND RESPONSIBILITY

Determine Jurisdiction: Once your need is identified and the proposed project begins to form, the community must look at jurisdictional boundaries appropriate to the project. If the project extends beyond a city’s boundary, then an application may have to be multi-jurisdictional. There are specific up-front requirements for multi-jurisdictional applicants. Please refer to those instructions in this guideline.

Determine Responsibility/Ownership: Ownership and responsibility are factors that must be examined by a community applying to the CDBG program. Does the unit of local government own or operate the facility or infrastructure or will the application have to be made “on behalf of” another subrecipient entity? Eligible entities, for which a city or

county may sponsor an application, include other political subdivisions, organized districts, non-profit organizations, or, in some cases, for-profit businesses. Also, an applicant (or sub-applicant) must have legal jurisdiction to operate in (or serve) the proposed project area (or beneficiaries).

When more than one government is involved in the same application an intergovernmental agreement must be executed prior to application submittal. When a government sponsors an application on behalf of a not-for-profit, or other eligible non-governmental agency, a grantee/sub-grantee agreement must be executed prior to application submittal.

STEP 2 – NATIONAL OBJECTIVE AND ELIGIBLE ACTIVITIES

Once the priority project has been identified, and it is determined that additional financial assistance is necessary, the community must determine if the project meets the minimum criteria of the CDBG program. The following eligibility criteria and regulations are related to all of the categories of funding by CDBG. The second half of Step 2 itemizes the eligibility criteria specific to each category.

First, apply the project to a “National Objective”. In this case, the projects must meet the National Objective of “benefit to low and moderate income individuals and families”. Low and moderate income is defined as household incomes below 80% of the county median household income. The low and moderate income requirement may be satisfied by either (1) attendance at the at the pre-school limited solely to children from low and moderate income families; or, (2) the pre-kindergarten facility/program is located within a defined service area where 51% of the households meet the low and moderate income definition. (LMI thresholds by family size may be found at:

<http://ded.mo.gov/upload/2014IncomeLimits.pdf>

If additional information is needed regarding the LMI thresholds for your project or to determine if your service area meets the 51% LMI requirement as an area, please contact andy.papen@ded.mo.gov.

A separate document titled ***Start Smart Initiative - Determining Low and Moderate Income Benefit for Your Project*** may be found on this same webpage which will provide more detailed information toward meeting the required National Objective.

Maximum Funding per Project

Second, determine the amount of funding needed to complete the project. For the Start Smart Initiative the CDBG maximum per applicant is \$1,000,000.

Eligible Applicants/Sub-applicants and Multi-jurisdictional applications

Third, assure that you are either an eligible applicant or sub-applicant. The state may only, by Federal law, distribute CDBG funds to “units of general local government” in non-entitlement areas of Missouri, which are incorporated cities, counties, and villages. Other political subdivisions or non-profit corporations may be sub-applicants and are required to

gain a sponsorship from a city, county or village. Businesses and for-profit entities may be the recipient of CDBG funds under certain circumstances.

- 1) Cities and counties in Missouri that are in the HUD "entitlement" program, and are not eligible for "non-entitlement" funds distributed by the State include: Blue Springs, Columbia, Florissant, Independence, Jefferson City, Jefferson County and the cities within Jefferson County who have elected to participate in the County entitlement programs, Joplin, Kansas City, Lee's Summit, O'Fallon, Springfield, St. Charles City, St. Charles County and the cities within St. Charles County that have elected to participate in the County entitlement program, St. Joseph, St. Peters, St. Louis (city), St. Louis County, and the cities within St. Louis County who have elected to participate in the County entitlement programs, which include the following: Ballwin, Bella Villa, Bellefontaine Neighbors, Bellerive, Bel-Nor, Bel-Ridge, Berkeley, Beverly Hills, Breckenridge Hills, Brentwood, Bridgeton, Calverton Park, Charlack, Cool Valley, Country Club Hills, Dellwood, Edmundson, Ellisville, Eureka, Fenton, Ferguson, Flordell Hills, Glen Echo Park, Glendale, Greendale, Hanley Hills, Hazelwood, Hillsdale, Jennings, Kinloch, Kirkwood, Mackenzie, Maplewood, Maryland Heights, Moline Acres, Normandy, Northwoods, Norwood Court, Olivette, Overland, Pacific, Pagedale, Pasadena Hills, Pasadena Park, Pine Lawn, Richmond Heights, Riverview, Rock Hill, St. Ann, St. John, Sycamore Hills, University City, Uplands Park, Valley Park, Velda Village, Velda Village Hills, Vinita Park, Vinita Terrace, Webster Groves, Winchester, and Woodson Terrace.
- 2) In determining the eligible sponsor of an "on behalf of" application, the applicant must be addressing its own community development needs. Otherwise, the application is ineligible. Agencies having members appointed by the mayor/council or county commission are not considered part of the city or county, therefore, must be represented in an "on behalf of" application. If a city or county submits an application on behalf of a non-profit corporation, proof of the non-profit status must be included with the application. This proof normally comes in the form of a letter of good standing from the Secretary of State's office designating the entity as a not-for-profit corporation.
- 3) **An intergovernmental agreement or grantee/sub-grantee agreement**, which specifies decision-making authority, administration, contract compliance, reports, etc., must be executed prior to the submission of an application. In all instances, the city or county, as the State's grantee, has final responsibility for the project implementation and compliance. The city or county must retain financial responsibility, and the required audit will be of the grantee (city or county). Article VI, Section 16 of the Missouri Constitution and RSMo 70.210 - 70.320 should be reviewed in such cases.
- 4) **Multi-jurisdictional applications** are necessary when a project benefits persons outside one jurisdiction. All of the jurisdictions benefiting must participate in the application process.
 - a) Selecting the **lead applicant** may either occur by choosing the location where the majority of beneficiaries lie, or by choosing the location where the construction or majority of construction is taking place.

- b) The **public hearing(s)** must either be advertised in a large enough manner to reach all of the potential beneficiaries and scheduled for a place that is central and easy to access, or must take place in each jurisdiction using separate notices and sites. If only one hearing is convened, then a public official from each jurisdiction must be in attendance in order to respond to questions from their constituents.
- c) The **needs assessment** document may be reported as one regional document or separate documents according to the desires of the jurisdictions.
- d) All applications received that are multi-jurisdictional must contain the following originally signed forms from **each jurisdiction**: Civil Rights forms; Statement of Assurances; Resolution; Section 3; Disclosure Reports; and Anti-Lobbying. Residential Anti-displacement forms must be submitted signed by each jurisdiction where acquisition and construction may occur.
- e) All multi-jurisdictional applications must include inter-governmental agreements.

Eligible Activities:

Fourth, select only eligible activities. For the CDBG component of the Start Smart Initiative, only construction costs and construction related costs are eligible. The costs associated with start up (curriculum development, teacher training, etc.) are not eligible for CDBG, and may only be included in an application to the Neighborhood Assistance Program. Section 105(a) of the Community Development Act and HUD regulations specified the activities that are eligible for CDBG assistance. A general listing of eligible activities is below, and a detailed description is provided in 105(a) of the Act and in 24 CFR 570.482. While all activities may be eligible, some program categories may prioritize the funding of some activities.

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|-----------------------------------|------------------------------------------------------|
| 1. Property Acquisition | 15. Parking Facilities |
| 2. Property Disposition | 16. Bridges |
| 3. Property Clearance/Demolition | 17. Sidewalks |
| 4. Architectural Barrier Removal | 18. Pedestrian Malls |
| 5. Senior Center | 19. Recycling or Conversion Facilities |
| 6. Community Facilities | 20. Parks and Recreation Facilities |
| 7. Centers for the Handicapped | 21. Fire Protection/Facility Equipment |
| 8. Historic Properties | 22. Solid Waste Disposal Facilities |
| 9. Water Treatment/Storage | 23. Other Utilities |
| 10. Sanitary Sewer Collection | 24. Public Service/Supportive Services |
| 11. Storm Sewers | 25. Rehabilitation of Private Residential Properties |
| 12. Flood and Drainage Facilities | 26. Rehabilitation of Public Residential Properties |
| 13. Streets (or Roads) | 27. Payments for Loss of Rental Income |
| 14. Street Accessories | |

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| 28. Relocation | 52. Machinery/Equipment |
| 29. Code Enforcement | 53. Working Capital |
| 30. Energy Use Strategy | 54. Sewage Treatment |
| 31. Non-Federal Share Payment | 55. LDC Homeownership Assistance – up to \$15,000 to purchase a new home |
| 32. Interim Assistance | 56. Legal |
| 33. Planning | 57. 911 Emergency Systems |
| 34. Commercial or Industrial Facilities | 58. Homeowners Assistance- up to \$5,000 to purchase an existing DSS home |
| 35. Administration | 59. Lead-Based Paint Risk Assessment |
| 36. Engineering/Design | 60. Asbestos Removal |
| 37. Housing Rehab/Demo Inspection | 61. Job Training* |
| 38. Engineering/Construction Inspection | 62. Home-Ownership Counseling |
| 40. Audit | 63. Substantial Reconstruction of the reconstruction of private residential properties on same lot- up to \$15,000 |
| 41. Port Facility | 64. Water Distribution |
| 42. Airports | 65. Lead Reduction NOT incidental to Rehab |
| 43. Natural Gas Lines | 66. Asbestos Inspection |
| 44. Electrical Distribution Lines | |
| 45. Rail Spurs | |
| 46. Lighting | |
| 47. Other Professional Services | |
| 48. Security Fencing | |
| 49. Site Preparation | |
| 50. Purchase Land/Building | |
| 51. Facility Construction Renovation | |

Ineligible Activities are as follows:

- 1) Maintenance or operation costs. **
- 2) General government expenses.
- 3) Political activities.
- 4) Improvements to city halls and courthouses, except those required to meet the Americans with Disabilities Act. Note: CDBG funds used for ADA projects may only convert existing facilities to accessibility. CDBG funds may not be used to add new facilities.
- 5) Purchase of equipment, except for fire protection, public services, landfills or recreation.
- 6) Income payments, except for loss of rental income due to displacement.
- 7) Application preparation costs or a bonus award for writing a successful application.
- 8) Religious purposes.

**** Maintenance and Operation Costs:** Any cost that recurs on a regular basis (generally, less than five years) is considered a maintenance or operation cost, therefore ineligible for CDBG assistance. It is the responsibility of the applicant to provide these revenues from user fees or taxes. Additionally, if such maintenance or operation revenues are not sufficient to adequately support a facility or service assisted by CDBG funds, the project will not be awarded. The determination whether such revenues are sufficient will be made by the applicant's professional engineer, the Department of Natural Resources (for related projects), and/or DED. The preliminary engineering report required for all public works projects should discuss the revenues available for operation and maintenance of the facility or service.

General applicant compliance

Fifth, assure that your application is consistent with the general compliance necessary for CDBG.

- 1) **Applicable Laws, Regulations and Executive Orders:** Applicants must comply with all applicable state and federal laws, including but not limited to, statutes prohibiting discrimination against persons because of race, color, religion, sex, national origin, disability and age. These laws, included in the Statement of Assurances, require non-discrimination in the design, construction and operation of the program. By signing the Statement of Assurances, applicants agree to abide by all applicable laws. Pursuant to federal guidelines, future CDBG funds may be denied to any applicant who uses CDBG funds in a way, which violates any of the above laws or any law included in the Statement of Assurances as detailed in the application process.
- 2) **Contingent Funding:** If an applicant proposes other state, federal, local or private funds, or any other contingency item, which are unconfirmed at the time of application, they will be ineligible for CDBG funds. The only exception is a bond election. Applicants should notify DED of election results within a week of the election. If election fails, the application will be withdrawn from the consideration.
- 3) **Acquisition and Relocation Regulations:**
 - a) **Uniform Act:** All project related acquisitions are subject to the requirements of this regulation no matter what source of funding is actually used for the acquisition activities. However, all project acquisitions that are completed prior to the application public hearing are not subject to the Uniform Act requirements.
 - b) **Section 104d Anti-displacement Act:** This regulation governs the use of CDBG program funds and emphasizes the anti-displacement of households. However, if displacement is necessary to carry out the project, relocation assistance must be offered to persons displaced by private acquisition, demolition, and the conversions of units to uses other than low-to-moderate income dwelling units. Grantees will be required to replace every occupied unit, or one that has been occupied within the previous 12-month period, that is demolished or converted to non-LMI housing. Non-LMI housing means that the subsequent mortgages or rents will exceed HUD's fair market rents. The replacement of the demolished or converted houses must be

conducted on a one-for-one basis within three years. Government-assisted or LIHTC units may be used as replacement units. An exception to the one-for-one rule is available where it is determined that an adequate supply of habitable, affordable LMI units exists in the grantee's jurisdiction. Applicants are required to submit a plan (see Form N) that meets the anti-displacement requirements of Section 104(d). An applicant should contact DED for further information or clarification of these regulations.

- 4) An applicant should be generally familiar with the regulations that the State and Federal governments have attached to the program, which must be complied with if your project is awarded CDBG funds. The rules include **procurement, labor standards, civil rights, fair housing, environmental review, financial recordkeeping and reporting, property acquisition, and contract management.**
- 5) **Closed Records:** Section 620.014, RSMo, provides that records and documents, submitted to DED or other public entity, relating to financial investments in a business, sales projections or other business plan information, which may endanger the competitiveness of a business, may be deemed a *closed record* as such term is defined in section 610.010, RSMo. Income documents and records from direct beneficiaries are also considered closed records.
- 6) **Penalties for Non-Compliance:** Section 620.017, RSMo, states that DED must require any entity, which receives financial assistance from one of its programs, to use the proceeds solely as required by the program, and any recipient who fails to comply with any requirement shall return any remaining proceeds to DED, and any proceeds expended shall be repaid to DED.
- 7) **Conflict of Interest - Persons Covered:** The conflict of interest provisions of this policy shall apply to any person who is an employee, elected or appointed official, agent, consultant, or officer of the Applicant, or any immediate family member or business partner of the above, or of any designated public agencies, or subrecipients which are receiving funds from the grant.
- 8) **Applicability:** In the area of procurement of supplies, equipment, construction and services by recipients, subrecipients or designated public agencies, the conflict of interest provisions in 24 CFR 570.611, as applicable, shall apply. In all cases not governed by 24 CFR 570.611, the provisions of this policy shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or subrecipients to individuals, businesses and their private entities in the form of grants, loans, or other assistance through eligible activities of the program, which authorize such assistance.
- 9) **Conflicts Prohibited:** Except for approved eligible administrative or personnel costs, no persons described above (persons covered) who exercises or have exercised any functions or responsibilities with respect to CDBG activities or who are in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a personal or financial interest or benefit from the activity, or

have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter. For the CDBG program, the above restrictions shall apply to all activities that are a part of the Grant Agreement, and shall cover any such interest or benefit during, or at any time after, such person's tenure. No elected official with any association of their entity as a CDBG recipient, shall be compensated in any form for performing administration of a CDBG project, and shall not receive fees from any source, including finders fees, realtors' or brokers' fees, from a Business or other parties involved in a CDBG assisted project.

- 10) **Exceptions:** DED may grant an exception to a conflict after a determination has been made by the State that the exception will serve the purposes of the Housing and Community Development Act of 1974 and the State's adopted Consolidated Plan. This exception will only be considered after the recipient has provided, to DED, written documentation detailing a disclosure of the nature of the conflict accompanied by an assurance that there has been a public disclosure of the conflict, a description of how the public disclosure was made, and an opinion of the recipient's attorney that the interest for which the exception is sought would not violate state or local law.

In determining whether to grant an exception, DED shall consider the following factors, where applicable:

- a) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project which would otherwise not be available,
- b) Whether an opportunity was provided for open competitive bidding or negotiation,
- c) Whether the person affected is a member of a group or class of low to moderate income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class,
- d) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision making process with respect to the specific assisted activity in question,
- e) Whether the interest or benefit was present before the affected person was in a position as described above (conflicts prohibited),
- f) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict, and
- g) Any other relevant considerations.

- 11) **Employment of Unauthorized Aliens (RSMo 285.530):** All local government applicants, and all subapplicants (when relevant to the application), must be enrolled in

a federal work authorization program (E-verify). See Form V in application for certification and requirements.

Grant administration options

Sixth, determine how the grant is to be administered. The Applicant has the responsibility to complete the procedures and requirements as established under the Statement of Assurances and the CDBG Administrative Manual. The Administrative Manual, which is available upon request, specifies procedures for all types of CDBG projects.

- 1) **Administrative Methods:** There are three different methods that have been used to administer CDBG projects:
 - a) Use of existing staff members. If persons presently on staff have sufficient time to devote to administer the project, then this method is preferable if those persons are adequately qualified. However, CDBG funds cannot be used to replace salaries or expenses, which previously had been paid by the grantee. Also, no city or county employee, elected or employed, can be contracted with to perform any portion of a grant, either by the grantee or by an outside firm.
 - b) Hiring of new staff members. Applicants proposing this method should consider that training a new staff member may cause a delay in program implementation, and it may be difficult to find qualified persons for temporary, part-time, positions. There is no guarantee an applicant will receive funds on an ongoing year-to-year basis.
 - c) Contract with an outside firm or agency. If CDBG funds are used to pay for administrative services, the service must be procured according to CDBG guidelines. Engineering firms may qualify to administer a grant. However, the same firm or any principal or employee thereof, cannot perform both engineering and administration on the same project, regardless of the source of payment.
- 2) Depending upon the scope of the project, administration activities may include, but are not limited to, environmental review, financial management, procurement, contract management, labor standards, equal opportunity/civil rights, property management, citizen participation, acquisition/relocation, and close-out.
 - a) **Pre-agreement costs** – DED encourages the earliest possible completion of the CDBG environmental review. To facilitate this early completion, DED will reimburse reasonable costs of conducting and completing the CDBG environmental review that are incurred prior to application approval. To be eligible, the CDBG environmental review services must be procured and contracted in accordance with CDBG requirements. As this will be done prior to the approval of the application, cost reimbursement will not occur until after the project is awarded. If, for any reason, the project is not awarded CDBG funds, the applicant will be responsible for those costs.
- 3) CDBG administration is capped at 3% of project costs (line 9, column A of Form B in application) plus \$10,000.

STEP 3 – SELECT GRANT WRITER AND PRELIMINARY ENGINEER/ARCHITECT

The choices for the services of application preparation and preliminary engineering and the responsibility for payment of these services belong to the applicant. CDBG has no restrictions on who may prepare your application and the only restriction regarding your choice of engineers or architects is that he/she must be a registered professional engineer or a registered professional architect in Missouri.

The costs associated with services to assist the community in the application preparation are NOT eligible costs under the CDBG program. They may, however, be included as in-kind match.

There are no restrictions regarding the responsibility for completion of specific parts of an application if a community chooses to separate the parts. The Chief Elected Official and Budget Officer must understand their responsibility for the accuracy of all documents in the application for which they are required to sign.

A preliminary engineering/architectural report must be prepared by a registered professional engineer for any public facility improvement, or by a registered architect for the construction or rehabilitation of a building. The report must be sufficient in scope to analyze the need, determine the most appropriate solution, provide a cost estimate, and determine the level of operation/maintenance necessary to sustain the improvement.

The following is a sample content of the preliminary architectural plan.

Architectural Report Content

- 1) Name of applicant or owner of the facility
- 2) Name, address, telephone of the architectural firm
- 3) Date of report
- 4) Statement summarizing the goals of the project and the design principles governing the project (e.g. principles may be public spaces receive the highest level of preservation; preserving the primary elevations of the building was important; retaining as many original design elements as possible was important, etc)
- 5) Photographs of existing conditions exterior and interior labeled and keyed to the site map and floor plans. Preliminary photographs can be 3x5 color or black and white. Photographic documentation requirements are found in the ADA technical assistance manual, available by request from the CDBG office.
- 6) Topographic Map
- 7) Area map: Shows where the project is located in the city or town
- 8) Site map: Shows building[s]/site and adjacent street, with appropriate notations, such as a north arrow and main entrance of the building.

- 9) Proposed floor plans: Complete scaled floor plans of the proposed structure. Indicate all new construction.
- 10) Demolition Plans: Complete scaled floor plans of the existing structure. Indicate all proposed demolition. Elevation sections (even in sketch form) must be submitted as part of the preliminary architectural plan.
- 11) Elevations: All elevations of the existing building. If any elevation is to be changed, those changes must be noted.
- 12) Sections: Sections should be provided when necessary to understand the project. Call the State Historic Preservation Office (SHPO) to determine if Sections are necessary.
- 13) Specifications: Specifications must be provided; general notes are acceptable in the preliminary stages of a project.
- 14) Architect should include in plan a statement or certification that all improvements are consistent with the Americans with Disabilities Act and related laws.

Submit renderings if available.

Note: Floor plans, elevations and sections must be drawn and notated with standard architectural forms and notations (e.g. plans must be drawn accurately; the entire building should be drawn; the width of the walls should be shown; doorways and door swings indicated, materials indicated when appropriate, etc.).

STEP 4 - REVIEW THE ADMINISTRATOR AND DESIGN ENGINEER/ARCHITECT AND OTHER PROFESSIONALS PRE-SELECTION PROCESS (OPTIONAL)

The choice of who administers and designs a project is the applicant's choice. It might very well be the most important decision an applicant makes. **How it is done depends upon who is expected to pay for the service. If the applicant intends to ask CDBG to pay for all or a portion of the design fees, then the CDBG procurement guidelines must be followed.**

Please refer to the *Start Smart Initiative – Pre-selecting Professional Service Providers* document found on this same webpage for complete procurement instructions if you wish to pre-select your provider contingent upon receiving an award of funds.

STEP 5 – CONSIDER THE ENVIRONMENTAL REVIEW

All projects and related activities undertaken by CDBG applicants and grantees are subject to the provisions of the *National Environmental Policy Act of 1969*, as amended (NEPA), which established national policies, goals, and procedures for protecting, restoring and enhancing environmental quality. In addition to NEPA requirements, CDBG-assisted projects are also subject to other related laws and Federal, State, and local authorities

WHO IS RESPONSIBLE FOR THE ENVIRONMENTAL REVIEW?

EVERY project requires some level of environmental review. The CDBG Responsible Entity (RE) (otherwise known as the applicant or grantee, and always a unit of local government) must evaluate how the project affects the environment and what impacts the environment may have on the project, including short term, cumulative and long term impacts. RE's are required to follow specific procedures for carrying out Federal environmental review responsibilities as specified in **24 CFR Part 58:**

http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr58_04.html.

The CDBG RE assumes responsibility for the environment review, environmental decision-making, and all environmental actions through the course of a project. The environmental review cannot be waived in any circumstance. The CDBG applicant or grantee must provide written proof of compliance with NEPA and related laws and authorities.

WHO CAN COMPLETE THE ENVIRONMENTAL REVIEW FOR CDBG FUNDS?

The CDBG RE determines who has the knowledge, qualifications, and experience necessary to assist in preparing the environmental documents. Commonly used options include existing city or county staff person, engineer, architect, regional planning commission/council of government, and private grant consultant, etc.

CAN A PROJECT BEGIN BEFORE THE ENVIRONMENTAL REVIEW?

In short, no – a project must not begin prior to the completion of the environmental review if the project or activity would have an adverse environmental impact or would limit the choice of reasonable alternatives in the project. CDBG recipients must not obligate CDBG funds or expend funds from any source, private or otherwise, for use in a CDBG-assisted project. No new construction, excavation, demolition, rehabilitation, repair, modification, or property acquisition (including all types of easements) may commence nor commitment made to undertake such activities, until the CDBG environmental review is complete and the Missouri Department of Economic Development has issued formal approval.

IS THE ENVIRONMENTAL REVIEW CONDUCTED ONLY ON CDBG-ASSISTED ACTIVITIES IN A PROJECT?

No - all activities proposed by all funding sources (CDBG, local match, private funds, other State and Federal agencies' funds, etc.) help to achieve the goal of a project. All activities must be environmentally reviewed, not simply those being funded through CDBG. A project is the aggregation of all geographically & functionally related activities, regardless of funding source, that accomplish a goal, becoming the basis for the environmental review. Projects must not be parsed into individual activities to enable separate, small-scale reviews. Rather, the project as a whole dictates the level of review required.

STEP 6 - COMPLETE PROJECT BUDGET PACKAGE

Determine the ability of the community to finance the priority needs using surplus or reserve funds, capital improvement funds, or debt. The maximum amount of local funds should be used to finance a project before CDBG assistance is requested.

All other funding sources applicable to the project should be committed prior to requesting CDBG assistance. Actual approval of the other funding must have been gained by the time a CDBG application is submitted if requesting FY2014 funds. The only exception is a bond election.

Local Funds for Private Purposes: State law does not allow political subdivisions to provide funds from their resources for private purposes (such as housing rehabilitation); however, this would not apply to the administrative or oversight functions of such activities.

Other Public Facility/Public Project Funding Sources: Applicants generally may not use CDBG funds to replace funds from another agency or other sources that are available for a project. All applicable state or federal programs must be considered for feasibility by the applicant prior to requesting CDBG funds.

STEP 7 – CONDUCT PUBLIC HEARING

Eligible Dates: A public hearing must be held prior to the submission of an application. The applicant must publish a notice in a local newspaper at least 5 full days prior to the hearing. A standard format must be used for the notice, and a record of the proceedings of the hearing must be made.

Citizen Participation: All applicants for and recipients of Community Development Block Grant funds shall be required to conduct all aspects of the CDBG program in an open manner with access to records on the proposed and actual use of funds for all interested persons. All records of applications must be kept at the applicant's office and be available during normal working hours. Any activity of the CDBG program, with the exception of confidential matters relating to the housing rehabilitation, shall be open to examination by all citizens.

The applicant must provide technical assistance at the level of expertise available at City Hall to groups representative of persons of low and moderate income that request such assistance in developing proposals. All application materials and instructions shall be provided at no cost to any such group requesting same.

Citizens shall be provided adequate and timely information, so as to enable them to be meaningfully involved in important decisions at the various stages of the program including: (1) the development of needs, (2) the review of the proposed activities, and (3) review of past program performance, in the following manner:

- 1) At least one public hearing shall be held prior to an application being submitted. This hearing shall be scheduled at a time and location felt to be most likely to make it possible for the majority of interested citizens to attend without undue inconvenience. The hearing must address the development of the needs and review of the proposed activities.
- 2) Notification of any and all hearings shall be given a minimum of five full days* in advance to allow citizens the opportunity to schedule attendance. Notification shall be in the form of display-type advertisements. The community may choose to:
 - a) advertise in a local newspaper of widest circulation,
 - b) post advertisement in areas providing the largest access to the public, or
 - c) both a and b.
- 3) All hearings must be held in a facility that is accessible to people with disabilities.

Note: Provisions for interpretation shall be made available at all public hearings for non-English speaking residents, if 15% or more of such residents are expected to be in attendance.

* For the purpose of this process, "full days" is defined as neither day being counted on either end of the time period (i.e., five full days before public hearing would actually be seven days since beginning and ending days cannot be counted).

Public Hearing Notice Requirements: As stated above, the public hearing must address the development of the applicant's community development needs and proposed activities to be contained in the application. Minutes of all public hearings should be maintained indicating topics covered in order to document grant requirements. The newspaper notice must include the following information:

- 1) The city/county intends to submit an application for CDBG funds.
- 2) The maximum grant amount.
- 3) The type of activities that may be undertaken, include the improvement of public works, public facilities, housing rehabilitation, and others as allowed by law.
- 4) National objective must be stated.
- 5) There will be minimization of displacement of persons resulting from the project, and assistance to any displaced persons would be provided according to the Uniform Relocation and Real Property Acquisition Act of 1970 as amended, Section 104(d), Section 104(k) or Section 105(a)(11) of the Title I Act.
- 6) The city/county is soliciting citizen input on the entity's on-going community development needs.
- 7) Description of proposed project for which the city/county is applying.
- 8) Total estimated project cost, including amount being applied for, other state/federal funds, local contribution proposed, etc.
- 9) Specific location of project, either community-wide or boundaries (by name) of target area.
- 10) Percent of low/moderate income benefit of the proposed project (if known), or at least 51%.
- 11) Encouragement of area residents to attend.

(SAMPLE)

PUBLIC HEARING NOTICE

The City of Anytown will hold a public hearing on XXXXXX, 2013 at X:XX a.m./p.m. at City Hall to discuss the city's submission of an application for the fiscal year federal FY2012 Community Development Block Grant (CDBG) program. The city is interested in obtaining all citizens' input on community development needs within the city. As part of the hearing process citizens will be asked to verbally assist in the completion of a Needs Assessment document. The document will detail what the residents feel are the strengths and weaknesses of the community. The city needs as much local participation as possible in order to reflect the true desires of the community as a whole, as well as the comments relating to the proposed project application. The State has established a maximum application request for each funding category. Activities that are eligible for funding include the improvement of public works, public facilities, housing rehabilitation, and others allowed by law. At least 51% of the funds must be used to benefit low-and-moderate income persons. No displacement of persons will be proposed.

The city is proposing support the construction of an Early Childhood Education Facility in conjunction with XXXXXXXXXXXX. The city proposes to contribute \$XX in cash, \$XX in-kind labor by city crews, with grant funds of \$XX needed to make up the balance. The project, if funded, will benefit XX% low/moderate income persons. All citizens, including those in the targeted area, are encouraged to attend in order to comment on the proposed activities.

For more information on the proposed project, contact XXXXXXX XXXXX at XXX/XXX-XXXX.

STEP 8 - DISCUSS PROJECT WITH CDBG STAFF

This step is optional for the applicant. The CDBG staff of the Business and Community Services (BCS) division is available to discuss any questions that a community or grant writer may have regarding the proposed project and/or the application.

Often, a CDBG Representative can provide an outside perspective that communities may miss and important points may be left out of an application. At the same time, the BCS Representatives can offer specific answers regarding what exact information must be supplied on any particular document.

STEP 9 - COMPLETE AND SUBMIT APPLICATION

1) **Submit:**

- One typewritten original of application
- One copy of the entire application (for a total of two complete applications)
- Two copies of the **engineering report** or **architectural plans** (if public facility/public project activities are proposed)
- Support letters from state senator and state representative.

Missouri Department of Economic Development
Business and Community Services – CDBG
301 W. High Street, Room 770
PO Box 118
Jefferson City, MO 65102

We suggest that you mail the application by certified mail, return receipt. Otherwise, call (573) 751-3600 a few days after you have mailed the application to be sure it was received. Engineering reports and architectural plans are due at the same time as the application.

- 2) **Deadline:** Applications are due in the DED offices no later than 5:00 p.m. on Friday, August 1, 2014. Applications arriving after the deadline will be ineligible and will not be evaluated for funding.
- 3) **Format:** Each copy of the application should be stapled along the left side. **Please do not use special bindings or report covers.** One entire application, including all signatures, must be original. Please mark accordingly.

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM A – PROJECT PROFILE (page 1 of 3)**

1. Applicant Identification			
A. NAME (CITY OR COUNTY):			DUNS #
B. MAILING ADDRESS:			EMAIL ADDRESS:
C. CITY, STATE, ZIP CODE:			D. COUNTY
E. CHIEF OFFICIAL OF (A):			F. TITLE OF (D):
G. TELEPHONE #:		H. FAX #:	
I. FISCAL YEAR END OF (A):	J. FEDERAL EMPLOYEE IDENTIFICATION #:		
K. IF MULTI JURISDICTIONAL, INCLUDE NAME, ADDRESS, & PHONE OF OTHER APPLICANTS (Use additional sheet if necessary):			
2. Application Preparer			
A. NAME:		B. EMAIL ADDRESS:	
C. MAILING ADDRESS:			
D. CITY, STATE, ZIP CODE:			
E. NAME OF AGENCY:			
F. TELEPHONE:		G. FAX:	
3. Sub-Applicant Identification (non-profit agency)			
A. NAME (ENTITY):		B. EMAIL ADDRESS:	
C. MAILING ADDRESS:			
D. CITY:			
E. CHIEF OFFICIAL OF (A):			
F. TITLE OF (D):			
G. TELEPHONE OF (D):		G. FAX:	
4. School District			
A. NAME (ENTITY):		B. EMAIL ADDRESS:	
C. MAILING ADDRESS:			
D. CITY:			
E. CHIEF OFFICIAL:			
F. TITLE:			
G. TELEPHONE:		H. FAX:	
5. Other Information for Reporting Purposes			
A. 2010 POPULATION OF 1A:			
B. STATE REPRESENTATIVE & DISTRICT NUMBER:			
C. STATE SENATOR AND DISTRICT NUMBER:			

FY2014 START SMART APPLICATION: FORM A – PROJECT PROFILE (page 2 of 3)

6. Project Beneficiaries

A. NUMBER OF PERSONS SERVED BY PROJECT:

B. NUMBER OF FAMILIES SERVED BY PROJECT:

C. % LMI PERSONS OF PROPOSED PROJECT:

D. % LMI FAMILIES OF THE PROPOSED PROJECT:

7. LMI National Objective:

☐ AREA-WIDE BENEFIT

☐ LIMITED CLIENTELE

8. Cost Data

A. CDBG FUNDS REQUESTED:

B. LOCAL CASH FUNDS:

C. LOCAL IN-KIND FUNDS:

D. OTHER STATE/FEDERAL FUNDS:

E. PRIVATE FUNDS

F. TOTAL PROJECT COST:

9. Floodplain/Environmental Review

A. DOES THE PROPOSED PROJECT, OR ANY PORTION THEREOF, LIE WITHIN THE BOUNDARIES OF THE 100 YEAR FLOODPLAIN? ☐ Yes ☐ No
SUBMIT CURRENT FEMA FLOODPLAIN MAP. IF NOT MAPPED, CONTACT DED STAFF FOR ASSISTANCE.

B. DOES THE COMMUNITY PARTICIPATE IN THE NATIONAL FLOOD INSURANCE PROGRAM? ☐ Yes ☐ No

C. IS THE COMMUNITY IN GOOD STANDING WITH THE NATIONAL FLOOD INSURANCE PROGRAM? ☐ Yes ☐ No

D. HAS THE SHPO SECTION 106 PROCESS FOR HISTORIC PROPERTIES BEEN INITIATED OR COMPLETED? ☐ Yes ☐ No

E. WILL THE PROPOSED PROJECT AND ALL ACTIVITIES ASSOCIATED, REGARDLESS OF FUNDING SOURCE, RESULT IN ANY CHANGE IN LAND USE? ☐ Yes ☐ No

IF YES, DESCRIBE.

F. IS THE PROJECT COMPATIBLE WITH CURRENT LAND USE IN THE AREA? ☐ Yes ☐ No

G. HAVE THERE BEEN ANY PRIOR ENVIRONMENTAL REVIEWS AND/OR STUDIES COMPLETED FOR THE PROPOSED PROJECT ACTIVITIES IN THIS AREA? ☐ Yes ☐ No

IF YES, PLEASE LIST.

FY2014 START SMART APPLICATION: FORM A – PROJECT PROFILE (page 3 of 3)

H. DESCRIBE THE PROJECT AREA NOW AND HOW IT IS EXPECTED TO APPEAR AFTER PROJECT COMPLETION.

I. DESCRIBE THE NATURAL AND MANMADE ENVIRONMENT SURROUNDING THE PROJECT AREA.

J. WILL THE PROJECT AFFECT CURRENT AND FUTURE LAND USE PATTERNS? ☐ Yes ☐ No
IF YES, DESCRIBE HOW.

12. Project Description

In the space below, provide a brief description of the need(s) of the project and the proposed actions to address the need(s). Do not exceed this page. **This page may be provided to the media and your elected state and federal legislators for informational purposes.**

A. APPLICANT:

B. PROJECT TITLE:

C. GEOGRAPHICAL AREA OF PROJECT (INDICATE GENERAL BOUNDARIES, UNLESS THE PROJECT BENEFITS THE APPLICANT'S ENTIRE JURISDICTION):

D. DESCRIPTION OF NEED(S) AND PROJECT IMPACT:

E. DESCRIPTION OF PROPOSED ACTIONS TO ADDRESS THE NEED(S) – BE SPECIFIC:

DO NOT EXCEED THIS PAGE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM B – COST SUMMARY

PLEASE ROUND TO THE NEAREST \$100						
I. PUBLIC FACILITY ACTIVITIES (FROM THE LIST IN THE CDBG GUIDELINES):	A. CDBG FUNDS	B. APPLICANT'S CASH FUNDS (INCLUDES LOANS)	C. APPLICANT'S NON-CASH RESOURCES (IN-KIND)	D. OTHER STATE/ FEDERAL AGENCY GRANT FUNDS	E. PRIVATE (CASH) FUNDS	F. TOTAL
1.						
2.						
3.						
4. PROPERTY ACQUISITION (INCLUDING EASEMENTS)						
5. SUBTOTAL OF PUBLIC FACILITY ACTIVITIES						
6. ENGINEERING DESIGN/ARCHITECTURAL DESIGN						
7. CONSTRUCTION INSPECTION						
8. OTHER PROFESSIONAL SERVICES (EXCEPT LEGAL)*						
9. TOTAL PUBLIC FACILITY ACTIVITIES						
III. ADMINISTRATION						
1. CDBG GRANT ADMINISTRATION						
2. LEGAL EXPENSES**						
3. TOTAL ADMINISTRATION						
IV. TOTAL ALL ACTIVITIES						
*EXPLAIN WHY AND WHAT OTHER PROFESSIONAL SERVICES ARE REQUIRED FOR THIS PROJECT:						
**HISTORICALLY, LEGAL EXPENSES HAVE NOT BEEN NEEDED TO COMPLETE A BLOCK GRANT. IF INCLUDED, PROVIDE EXPLANATION OF NEED FOR THESE EXPENSES:						

FORM B – COST SUMMARY INSTRUCTIONS

1. **Public Facility Activities** (Line I-1 – I-3): Identify each public facility/public project activity (from the list in the guidelines), **regardless** of the funding source. Detailed cost breakdowns should be provided in the engineering report, and **not** in this section. These cost estimates **must** agree with those identified in the engineering report. The acquisition involved in a public facility/public project activity may include the purchase price, appraisal cost, title fees, recording fees and closing costs.
2. **Engineering Design, Construction Inspection, Other Professional Services** (Line I-6, I-7, and I-8): CDBG may pay for engineering design and inspection for CDBG construction cost only. The engineering design fee chart is included in the guidelines. Construction inspection is limited to 75% of the amount indicated for engineering design. Special services, such as borings and surveys, if not included in design costs, must be separately identified under “other professional services”. Contingencies are not an allowable line item.
3. **CDBG Administration** (Line III-1): This column is **only** for those costs necessary to administer the CDBG portion of the project. See the guidelines section for maximum administration amounts in any CDBG category.
4. **Applicant’s Cash and Non-cash (In-Kind) Resources** (columns b and c): Applicant’s **cash** resources include any funds provided from a city, county, special district, or other local public entity in which the funds will be used to complete the project including debt (bond, RD loan, other loans). **Non-cash (in-kind)** resources include existing materials or employees to complete part of the project, or designating existing employees to perform legal, engineering or administrative work related to the project. Activities or funds obligated **prior** to award of CDBG grant may **not** be included as cash match or in-kind. Costs associated with CDBG application preparation and the preliminary engineering report, when completed by an employee of the applicant, may be used as past effort.
5. **Private Funds** (column f): Include in this column any private funds that are being provided to the project. Do **not** include **non-cash/in-kind** match from private sources. Letters of commitment from private sources for cash match must be submitted with the application to support the total amount in column f. Letters must contain a specific amount based on the rating of that specific unit.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM D – MINIMUM REQUIREMENTS AND MAXIMUM LIMITS

PUBLIC FACILITY ACTIVITIES					
BLOCK 1: LMI BENEFIT AND CDBG COST PER FAMILY					
A. PUBLIC FACILITY/ PUBLIC PROJECT ACTIVITIES (ACTIVITY)	B. CDBG FUNDS IN ACTIVITY	C. NUMBER OF FAMILIES BENEFITING FROM ACTIVITY	D. NUMBER OF LMI FAMILIES BENEFITING FROM ACTIVITY	E. PERCENT LMI BENEFIT (D/C) (MINIMUM 51%)	F. CDBG COST PER FAMILY BENEFITING (B/C)
1.				%	\$
2.				%	\$
3.				%	\$
4. PROPERTY ACQUISITION (INCLUDING EASEMENTS)				%	\$
5. TOTAL CDBG PUBLIC FACILITIES/ PUBLIC PROJECTS (FORM B-I-9, COLUMN A) MAXIMUM \$5,000				%	\$

FORM D – MINIMUM REQUIREMENTS & MAXIMUM LIMITS INSTRUCTIONS

BLOCK 1: LMI BENEFIT AND CDBG COST PER FAMILY:

Column A: List the CDBG activities from Form B, I, numbers 1 to 4. Do not list professional services.

Column B: Indicate the amount of CDBG funds proposed for each activity listed in column A.

Column C: Indicate the total number of families that will benefit from the activity. A beneficiary is a family that uses the facility or service on a daily basis, and will be significantly impacted from the proposed activity by having the identified need resolved. If 2000 HUD census data was used to document 51% LMI persons, the average statewide number of persons in a family is 2.48. Therefore, the number of LMI persons divided by 2.48 results in the number of LMI families.

Column D: Indicate the number of low and moderate-income (LMI) families that will benefit from the activity.

Column E: Divide column D by column C. Enter this percent in this column. **If this percentage is less than 51%, the project is ineligible.**

Column F: Divide the CDBG cost for each activity (column B) by the number of families benefiting (column C). **If this exceeds \$5,000 per family, the project is ineligible. Professional services, except legal and administration, must be included in the total on Line 5 (Form B, I, 9, column A).** Do not double count a family on Line 5 if it would benefit from more than one activity.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM E – PROFESSIONAL SERVICES

OPTIONAL PRESELECTION OF PROFESSIONAL SERVICES (If any of the following professional services, to be paid with CDBG funds, have been pre-selected, please complete)

NOTE: Pre-selection of administrative services requires notification of the area regional planning commission as well as ALL grant administrators as stated on the published CDBG administrator list (available by request at 573/751-3600) in addition to all other proper procurement procedures. Failure to follow required procurement procedures will require the process to be repeated if the project is funded.

A. TYPE OF SERVICE	B. FIRM NAME	C. PROPOSED COST	D. SOURCE OF FUNDS	E. DATE OF SELECTION
1. ENGINEERING DESIGN				
2. CONSTRUCTION INSPECTION				
3. ADMINISTRATION				
4. DEMOLITION INSPECTION				
5. ASBESTOS INSPECTION				
6. OTHER: _____				
1. NUMBER OF PROPOSALS RECEIVED FOR:				
A. ENGINEERING DESIGN:				
B. CONSTRUCTION INSPECTION:				
C. ADMINISTRATION:				
D. DEMOLITION INSPECTION:				
E. ASBESTOS INSPECTION:				
F. OTHER (Please list):				
2. BASIS OF SELECTION DOCUMENTED?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
3. NON-SELECTED FIRMS NOTIFIED IN WRITING?			<input type="checkbox"/> YES	<input type="checkbox"/> NO
4. IF FEWER THAN THREE PROPOSALS WERE RECEIVED ON ANY OF THE ABOVE, HAS DED BEEN NOTIFIED AND/OR APPROVED? (PLEASE SUBMIT SUPPORTING DOCUMENTATION.)			<input type="checkbox"/> YES	<input type="checkbox"/> NO

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM G – NARRATIVE QUESTIONS

Instructions:

On separate sheets of paper, please provide responses using 12-point font, single spaced type. Each response should repeat the question below using the numbering system on this document. The questions and their responses should be maintained in the same order as this document prescribes. Supporting documents may be added as attachments. Please respond to each question, including “not applicable” if that is the case.

1. Organizational Capacity of the Non-Profit Applicant:
 - a. Provide a brief description of the non-profit organization applicant, including its mission and history.
 - b. Describe in detail, the non-profit’s experience with pre-kindergarten and early childhood education. (Include whether you currently operate a facility and if so, include name, location, sq ft of building space, rent, own, number of children, age ranges, length of operation, licenses or accreditations, etc. Or, state whether you have never operated a facility.)
 - c. Provide an organizational chart depicting the non-profit organization’s current staff and duties.
2. Description of Need:
 - a. How many children do you propose to serve as a result of this project?
 - b. If you are expanding or renovating an existing facility, provide the number of children you are currently serving.
 - c. Provide a breakdown of the age groups of children you propose to serve.
 - d. Provide a detailed description of the proposed service area for the project. Use census block groups, street addresses, jurisdictions or other descriptive features that indicate the service area and market.
 - e. Using census data or other sources, provide the number of early childhood age children in the service area, by age-group.
 - f. What other early childhood educational opportunities currently exist in the proposed service area that serves those specific age groups?
 - g. How many children do they serve?
 - h. Is there a proven market demand for your services?
 - i. Is there a waiting list for children at the other facilities?
 - j. Is there a distinction of the services that you propose to provide as compared to the other facilities?
3. Low and Moderate Income Compliance:
 - a. Will your facility be restricted to serve exclusively children from low and moderate income households (defined as household income at or below 80% of county median household income)?
 - b. If so, indicate the eligible income amounts by family size that meet the low and moderate income definition.

- c. If so, will your facility by-laws reflect the restriction?
- d. Does your facility mission statement conform to the restriction?
- e. Describe how your organization will document the family income for the children and families that you serve.
- f. Is the facility located in a service area where 51% of households meet low and moderate income definition?
- g. Provide the source documentation that indicates that your service area meets the 51% low and moderate income qualification.

4. Standards of Early Childhood Facility:

- a. State whether the minimum educational and experience requirements for proposed staffing of the pre-kindergarten program will match or exceed the following standards:

Supervisor/Administrator qualifications: Baccalaureate degree with recommended competencies

- Knowledge and experience in early learning, including curriculum, assessment, inclusive practices, and working with diverse children and families
- Demonstrated ability to lead, mentor, evaluate and support staff
- Knowledge and experience in managing funds
- Skills in community collaboration.

Teacher qualifications: Baccalaureate degree/certification in early learning, early childhood education, early childhood special education or child development. For infant or toddler teachers, coursework and student teaching should provide more experiences with infants and toddlers.

Paraprofessional/Teaching Assistant qualifications: Child development associate credentials (for appropriate age group) (minimum) or associate of arts degree in early childhood or 60 related college credit hours (preferred), and skills and training to match responsibility.

- b. Indicate whether staffing for the pre-kindergarten program will be provided by the non-profit directly or whether the non-profit will contract with a school.

If the answer to 4.b. above is a school, please answer questions 4.c, 4.d., 4.e., 4.f.
If the answer to 4.b above is the non-profit, please answer questions 4.e, 4.f.

- c. Describe in detail, the school's experience with pre-kindergarten and early childhood education (Include whether they currently operate a facility and if so, include name, location, sq ft of building space, rent, own, number of children, age ranges, length of operation, licenses or accreditations, etc. Or, state whether they have never operated a facility).
- d. If the school currently operates a facility, provide an organizational chart depicting the schools current staff and duties.
- e. Provide a detailed description of the curriculum (existing or proposed).
- f. Describe how your facility matches or exceeds the minimum space standards provided below:

Indoor space includes 50 square feet of usable floor space for each child in classrooms/family child care programs. Outdoor space includes 100 square feet of usable space for each child.

The minimum room (permanent wall structure) and child/adult ratios are as follows:

Infants to 24 months:

- 3/1; with no more than six children in one room (preferred)
- 4/1; with no more than eight children in one room (acceptable)

24 months to 36 months:

- 4/1; with no more than eight children in one room (preferred)
- 6/1; with no more than 12 children in one room (acceptable)

Age 3 to kindergarten entry:

- 7/1; with no more than 21 children in one room (preferred)
- 10/1; with no more than 20 children in one room (acceptable)

Mixed age group (birth - kindergarten entry)

- 6/1; with no more than two under age two (preferred)
- 8/1; with no more than two under age two (acceptable)

Budget: Questions 5, 6, 7, 8 and 9 relate to the project's budget. The questions are separated in to facility costs, one-time or startup costs, and annual operating costs. Please make sure that your budget is separated and detailed for each of these sections. Do not list the same costs twice.

5. Facility Project Information:

- a. Provide a detailed description of the facility project that you are proposing.
- b. Do you have a preliminary design and cost estimate prepared by an architect or engineer (A/E)? (required)
- c. Does the plan include building a new facility?
- d. Does the plan include providing an addition to an existing building?
- e. Does the plan include renovation and rehabilitation of an existing facility?
- f. What is the total square footage of the facility referred to in your response to b. c. or d. above?
- g. Describe how you arrived at the design and size of the building or the expansion.
- h. Describe how you arrived at the costs of rehabilitation or renovation.
- i. Is any demolition required?
- j. Is the abatement or remediation of any hazardous material required?
- k. Describe the ownership status of the property. If site acquisition is proposed as part of the project, no acquisition may commence until DED approval of application and completion of any programmatic environmental review requirements.
- l. Provide a proposed timeline for project start and completion.

6. Facility Cost Information

- a. What is the A/E total cost of the project?
- b. What is the total hard cost? Provide a breakdown of those hard cost categories. (Note: FFE, i.e. movable furniture, fixtures and equipment that have no permanent connection to the structure of the building are not costs included here.)
- c. What is the total soft cost? (Soft costs include, but are not limited to, professional fees, financing costs, project administrative costs) Provide a breakdown of those soft cost categories.
- d. What amount of funding are you requesting from the Start Smart program for these types of costs?
- e. What specifically, is the Start Smart funding proposed to pay for?

- f. What other funds are included in the project (source and amount)?
 - g. Are all of the other funds proposed for the project committed?
 - h. If not, what is the timeline for commitment of other funds?
7. One Time/Start up Information (NAP applicants only) One-time and start up costs are those costs necessary to create an early childhood facility but are not necessarily considered costs related to facility construction. FFE may be included here as well as playground equipment, etc.
 - a. Provide a detailed description of the “one time” and start up items proposed for the facility.
8. One Time/Start up Cost Information
 - a. What is the total amount of one time and start up costs proposed for the project?
 - b. Describe how those costs were computed.
 - c. What amount of funding are you requesting from the Start Smart program for these types of costs?
 - d. For what specifically is the Start Smart funding proposed to pay?
9. Annual Operating Budget:
 - a. What is the total annual operating budget amount?
 - b. What is the annual revenue projected in the first 5 years of operation?
 - c. What are the annual expenditures estimated in the first 5 years of operation?
 - d. Will the revenue projections meet or exceed the annual costs of operation?
 - e. Does the operating budget include costs related to facility maintenance and upkeep?
 - f. Does the operating budget include all necessary costs related to salaries, benefits, insurance, taxes, utilities, etc?
 - g. Will there be any debt as a result of the project?
 - h. Is the debt service incorporated into the annual operating budget?
10. Outcomes:
 - a. Describe the measurable outcomes you propose to track for participants in terms of school readiness or other measure of educational attainment, to include:
 - i. Approaches to Learning;
 - ii. Social and Emotional Development;
 - iii. Physical Development, Health and Safety;
 - iv. Language and Literacy;
 - v. Mathematics;
 - vi. Science;
 - vii. Understanding the World; and
 - viii. Expressive ArtsFor information on these outcomes, please click on the following link:
<http://dese.mo.gov/eel/el/documents/eel-el-2013-MELGoals.pdf>
 - b. Describe the length of time participants will be tracked.

Required Attachments to Supplement Narratives

1. Organizational Capacity of the Non-Profit Applicant:
 - ☐ A copy of the non-profit organization's most recent audited financial statements
 - ☐ A copy of the business registration with the Secretary of State indicating "good standing"
 - ☐ A copy of the organizational chart of the non-profit
 - ☐ A copy of the non-profit's articles of incorporation and bylaws
 - ☐ A list of all board members including contact information
2. Description of Need:
 - ☐ A map of the service area
 - ☐ A copy of the data source indicating the number of children of pre-school age in the service area
3. Low and Moderate Income Compliance:
 - ☐ For facilities proposed within a 51% low and moderate income service area, a copy of the supporting HUD data indicating such
4. Standards of Early Childhood Facility:
 - ☐ For facilities operated by a school, a copy of the existing or proposed organizational chart related to the pre-kindergarten programming
- 5/6. Facility Project Information/Facility Cost Information:
 - ☐ Copy of A/E preliminary design and cost estimate
 - ☐ Proof of ownership of property or copy of option
 - ☐ Facility Budget
 - ☐ Facility Sources and Uses document
- 7/8. One Time/Start up Information /One Time/Start up Cost Information (NAP applicants only):
 - ☐ One Time/Start up Budget
 - ☐ One Time Start up Sources and Uses document
9. Annual Operating Budget:
 - ☐ Annual Operating Budget
 - ☐ Project 5 Year Pro forma
10. Outcomes: (no required attachments)
11. Support letters from both the State Senator and State Representative for the area in which your project is located.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM H – CIVIL RIGHTS COMPLIANCE

TO DOCUMENT COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, PROVIDE THE INFORMATION IN THE SPACE BELOW.

REPORT TOTAL POPULATION AS FOUND IN CENSUS OR SURVEY. SHOULD MATCH FORM A, BLOCK 4.

	Total Applicant Population	Hispanic Applicant Population
White:		
Black/African American:		
Asian:		
American Indian/Alaskan Native:		
Native Hawaiian/Other Pacific Islander:		
American Indian/Alaskan Native & White:		
Asian & White:		
Black/African American & White:		
Am. Indian/Alaskan Native & Black/African Am.:		
Asian & Native Hawaiian/Other Pacific Islander:		
All Others:		
TOTAL		
Female Head of Household:		
Handicapped (Disabled):		
Elderly:		

PROVIDE INFORMATION IN THE SPACE BELOW FOR THE PERSONS TO BE SERVED BY THE PROJECT.

REPORT TOTAL PERSONS TO BE SERVED BY PROJECT IF DIFFERENT THAN QUESTION 1. SHOULD MATCH FORM A, BLOCK 6.

	Total Project Beneficiaries	Hispanic Project Beneficiaries
White:		
Black/African American:		
Asian:		
American Indian/Alaskan Native:		
Native Hawaiian/Other Pacific Islander:		
American Indian/Alaskan Native & White:		
Asian & White:		
Black/African American & White:		
Am. Indian/Alaskan Native & Black/African Am.:		
Asian & Native Hawaiian/Other Pacific Islander:		
All Others:		
TOTAL		
Female Head of Household:		
Handicapped (Disabled):		
Elderly:		

IDENTIFY THE MINORITY GROUP(S) POPULATIONS, OR PORTION THEREOF, RESIDING IN THE APPLICANTS JURISDICTION THAT WILL NOT BE SERVED BY ONE OR MORE OF THE PROPOSED ACTIVITIES AND EXPLAIN WHY. NOTE: "NOT APPLICABLE" IS NOT A SUFFICIENT RESPONSE.

Please note: An individual Form H is required for **each jurisdiction** in a multi-jurisdictional application.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM I – PUBLIC PARTICIPATION AND NEEDS ASSESSMENT

1. PUBLIC PARTICIPATION REQUIREMENT

ATTACH:

☐ COPY OF PUBLIC HEARING NOTICE FROM NEWSPAPER (PHOTOCOPY MUST INCLUDE DATE OF PUBLICATION AND NAME OF PUBLICATION AS THEY APPEAR ON THE PAGE, OTHERWISE SUBMIT AFFIDAVIT).

OR

☐ COPY OF POSTED ADVERTISEMENT

☐ CERTIFIED LIST OF POSTING SITES WITH DATES POSTED, IF APPLICABLE

☐ COPY OF THE MINUTES OF THE HEARING

DATE OF NEWSPAPER ADVERTISEMENT, IF APPLICABLE:

DATE OF POSTINGS (IF APPLICABLE):

DATE OF PUBLIC HEARING:

2. CONFLICT OF INTEREST

CONFLICT OF INTEREST CERTIFICATION: CHECK THE APPROPRIATE BOX BELOW, AND CERTIFY WITH THE SIGNATURE OF THE APPLICANT'S CHIEF ELECTED OFFICIAL.

☐ I HAVE READ THE CONFLICT OF INTEREST POLICY IN STEP 2 OF THE GUIDELINES AND HEREBY CERTIFY THAT I HAVE NO KNOWLEDGE OF CONFLICTS, REAL OR APPARENT, REGARDING ANY OF THE ENTITIES, OR EMPLOYEES OF THE ENTITIES, INVOLVED IN THE PROJECT AS HEREIN DESCRIBED.

☐ A POTENTIAL OR REAL CONFLICT OF INTEREST EXISTS WITH THIS PROJECT, AND IS FULLY DESCRIBED ON AN ATTACHED SHEET OF PAPER.

CHIEF ELECTED OFFICIAL

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM J – STATEMENT OF ASSURANCES

(An individual Statement of Assurances is required for each jurisdiction in a multi-jurisdictional application.)

The applicant hereby assures and certifies that:

- 1) It possesses legal authority to apply for the grant, and execute the proposed program.
- 2) Its governing body has duly adopted or passed, as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and direction, and authorizing the applicant's chief executive officer to act in connection with the application and to provide such additional information as may be required.
- 3) It has facilitated or will facilitate citizen participation by:
 - a) Providing citizens with an opportunity to participate in the determination of priorities in community development and housing needs;
 - b) Providing adequate notices for one or more public hearings;
 - c) Holding one or more hearings on the proposed application before adoption of a resolution or similar action by the local governing body authorizing the filing of the application;
 - d) Providing for citizen participation when considering amendments to community development program;
 - e) Providing for citizen participation in the planning and assessment of the community development program including the development of a performance report and the submission of views to the state; and
 - f) Actions comparable to Section 104(a)(2) of the Act, as described by the State.
- 4) Its chief executive officer or other officer of applicant approved by the state:
 - a) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 (NEPA) and other provisions of Federal law, as specified in 24 CFR Part 58, which furthers the purposes of NEPA insofar as the provisions of such Federal law apply to the Missouri Community Development Block Grant Program;
 - b) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.
- 5) The Community Development Block Grant program has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families, or aid in the prevention or elimination of slums or blight; or includes activities which the grantee certifies are designed to meet other community development needs having a particular urgency as specifically explained in the application.
- 6) It will complete the Project within three years from the effective date of this CDBG Grant Agreement.
- 7) It will comply with the regulations, policies, guidelines, and requirements of 24 CFR 85, as modified by 24 CFR 570, Subpart J, as they relate to the application, acceptance, and use of Federal funds under this document.
- 8) It will comply with:
 - a) Section 110 of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.603, and State regulations regarding the administration and enforcement of labor standards;
 - b) Davis-Bacon Act (46 U.S.C. 2786a) with respect to prevailing wage rates (except where exempted under the law);
 - c) Contract Work Hours and Safety Standards Act of 1962, 40 U.S.C. 327-332, requiring that mechanics and laborers (including watchmen and guards) employed on federally assisted contracts be paid wages of not less than one and one-half times their basis wage rates for all hours worked in excess of eight in a calendar day or forty in a work-week, whichever is greater; and
 - d) Federal Fair Labor Standards Act, 29 U.S.C. Sec. 201 et seq. requiring that covered employees be paid at least the minimum prescribed wage, and also that they be paid one and one-half times their basic wage rate for all hours worked in excess of the prescribed work-week.
- 9) It will comply with all requirements imposed by the State concerning special requirements of law, program requirements, and other administrative requirements, including, but not limited to, the requirement that a grant recipient must repay to the State, upon sale of the CDBG- funded real property to a non-eligible entity, a pro-rata portion of the proceeds of the sale, as set forth in the CDBG Administrative Manual.
- 10) It will comply with:

- a) Title VI of the Civil Rights Act of 1964 (Pub. Law 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and immediately take any measure necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, the assurances shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits;
 - b) Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing; the financing of housing, and the provisions of brokerage services;
 - c) Executive Order 12259, Leadership and Coordinator of Fair Housing in Federal Programs, requiring that programs and activities relating to housing and urban development be administered in a manner affirmatively to further the goals of Title VIII of the Civil Rights Act of 1968;
 - d) Section 109 of the Housing and Community Development Act of 1974 (ACT) as amended, and the regulations issued pursuant thereto (24 CFR 570.602), which provides that no person in the United States shall, on the grounds of race, color, religion, national origin, or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds provided under the act. Any prohibition against discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to otherwise qualified handicapped individuals as provided in Section 504 of the Rehabilitation Act of 1973 as amended shall also apply to any such program activity.
 - e) Titles I through V of the American with Disabilities Act of 1990;
 - f) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal Assistance;
 - g) Executive Order 11246 as amended by Executive Orders 11375 and 12086, and the regulations issued pursuant thereto (24 CFR Part 130 and 41 CFR Chapter 60), which provide that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of federal or federally assisted construction contracts; shall take affirmative actions to insure fair treatment in employment, upgrading, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation and selection for training and apprenticeship; and
 - h) Policies required by the State to affirmatively further fair housing, derived from section 808(e)(5) of the Fair Housing Act (Title VIII of the Civil Rights Act of 1968 (Pub. Law 90-284), as amended, and subsequent legislation.
- 11) It will comply with Section 3 of the Housing and Urban Development Act of 1968, as amended which provides that, to the greatest extent feasible, opportunities for training and employment shall be given to recipients of public housing and lower-income residents of the unit of local government or the metropolitan area (or non-metropolitan county) in which the project is located. Contract work in connection with such projects shall be awarded to business concerns which are owned in substantial part by persons residing in the same metropolitan area (or non-metropolitan county) as the project employ Section 3 residents in full-time positions, or subcontract with businesses which provide economic opportunities to low income persons.
- 12) It will:
- a) To the greatest practical extent under State law, comply with Sections 301 and 302 of Title III (Uniform Real Property Acquisition Policy) of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and will comply with Sections 303 and 304 of Title III, and HUD implementing instructions at 49 CFR Part 24; and
 - b) Inform affected persons of their rights and of the acquisition policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488
- 13) It will:

- a) Comply with Title II, of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and HUD implementing regulations at 49 CFR Part 24 and 24 CFR Part 570.488;
 - b) Provide relocation payments and offer relocation assistances described in Section 205 of the Uniform Relocation Act or Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended, and HUD implementing regulations at 24 CFR 570.488 to all persons displaced as a result of acquisition of real property for an activity assisted under the community Development Block Grant program. Such payments and assistance shall be provided in a fair, consistent and equitable manner that insures that the relocation process does not result in different or separate treatment of such persons on account of race, color, religion, national origin, sex, handicap, familial status or source of income.
 - c) Assure that, within a reasonable period of time prior to displacement, comparable decent, safe and sanitary replacement dwellings will be available to all displaced families and individuals and that the range of choices available to such persons will not vary on account of their race, color, religion, handicap, familial status, or source of income.
 - d) Inform affected persons of the relocation assistance policies and procedures set forth in the regulations at 49 CFR Part 24 and 24 CFR 570.488.
- 14) It agrees to comply with the conflict of interest provisions specified in the CDBG 2011 Guidelines.
- 15) It will comply with the Anti-kickback Copeland Act of 1934, 18 U.S.C. Sec. 874 and 40 U.S.C. Sec. 276(a), which outlaws and prescribes penalties for “kickbacks” of wages in federally financed or assisted construction activities.
- 16) It will comply with the provisions of the Hatch Act which limits the political activity of employees.
- 17) It will give the State, HUD and Comptroller General, through any authorized representatives, access to and the right to examine all records, books, papers, or documents relating to the grant.
- 18) It will insure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the program are not listed on the Environmental Protection Agency (EPA) list of Violating Facilities and that it will notify the State of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing with the EPA.
- 19) It will comply with the flood insurance purchase of the Section 102(a) of the Flood Disaster Protection Act of 1973, Pub. Law 903-234, 87 Part 975, approved December 31, 1973, Section 102(a) required, on and after March 2, 1974, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of housing and Urban Development as an area having special flood hazards. The phrase “Federal financial assistance” includes any form of loan, grant guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- 20) It will, in connection with its performance of environmental assessment under the National Historic Preservation Act of 1966 (16 U.S.D. 470), Executive Order 11593, and Preservation of Archeological and Historical Preservation Act of 1966 (16 U.S.C. 469-1, et seq.) by:
- a) Consulting with the State Historical Preservation Officer to identify properties listed in or eligible for inclusion in the national register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by proposed activity; and
 - b) Complying with all requirements established by the State to avoid or mitigate adverse effects upon such properties.
- 21) It will comply with:
- a) The National Environmental Policy Act of 1969 (42 U.S.C. sec. 4321 et seq.) and 24 CFR Part 58;
 - b) Executive Order 11988, floodplain Management;
 - c) Executive Order 11990, Protect of Wetland;
 - d) The Endangered Species Act of 1973, as amended, (16 U.S.C. Sec. 1531 et seq.);
 - e) The Fish and Wildlife Coordination Act of 1958, as amended (16 U.S.C. Sec. 661 et seq.);
 - f) The Wild and Scenic Rivers Act of 1968, as amended (16 U.S.C. Sec. 1271);
 - g) The Safe Drinking Water Act of 1974, as amended, (42 U.S.C. Sec. 30(f) et seq.);
 - h) Section 401 (f) of the Lead-Based Paint Poisoning Prevention Act, as amended (42 U.S.C.S. 4831 (b) and Title X of the Housing and Community Development Act of 1992;

- i) Sections 700.300 – 324 of RSMo concerning lead paint hazards;
 - j) The Clean Air Act of 1970, as amended (42 U.S.C.S. 7401 et seq.);
 - k) The Federal Water Pollution Control Act of 1972, as amended, (33U.S.C.S. 1251 et seq.);
 - l) The Clean Water Act of 1977 (Public Law 95-217);
 - m) The Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act of 1976 (42 U.S.C. Sec. 6901 et seq.);
 - n) Section 519 of Public Law 101-144, the 1990 HUD Appropriations Act, prohibiting use of excessive force by jurisdictional law enforcement in response to nonviolent civil rights demonstrations, and prohibiting physical barring of entrance or exit to a facility subject to the nonviolent civil rights demonstrations;
 - o) Section 1352, Title 31, U.S.C. if awarded funds in excess of \$100,000;
 - p) The Single Audit Act of 1984, amended 1996, Public Law 98-502, and OMB Circular A-133;
 - q) Cranston-Gonzales National Affordable Housing Act (Section 906 and 912);
 - r) Subpart C of 24 CFR, Part 12 regarding disclosure requirements.
- 22) It will comply with all parts of title I of the Housing and Community Development Act of 1974, as amended, which have not been cited previously as well as with other applicable laws.
- 23) It will minimize displacement of persons as a result of activities assisted with federal assistance.
- 24) It will not attempt to recover any capital costs of public improvements assisted in whole or in part under Section 106 or with amounts resulting from a guarantee under Section 108 by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to public improvements, unless (i) funds received under Section 106 are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under this title; or (ii) for purposes of assessing any amount against properties owned and occupied by persons of low or moderate income who are not persons of very low income, the grantee certified to the Secretary of such State, as the case may be, that it lacks sufficient funds received under Section 106 to comply with requirements of clause (i).
- 25) Any activities conducted with amounts received by a unit of general local government under this subsection shall be subject to the applicable provisions of this Title and other Federal law in the same manner and to the same extent as activities conducted with amounts received by a unit of general local government under subsection (a).
- (a) It will comply with section 285.530, RSMo, which pertains to the employment of illegal aliens, and participates in a federal work authorization program as defined by this statute.

SIGNATURE, CHIEF ELECTED OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM K – RESOLUTION

A RESOLUTION OF THE CITY/COUNTY OF _____, MISSOURI, STATING INTENT TO SEEK FUNDING THROUGH THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND AUTHORIZING THE MAYOR/PRESIDING COMMISSIONER TO PURSUE ACTIVITIES IN AN ATTEMPT TO SECURE FUNDING.

WHEREAS, Title I of the Housing and Community Development Act of 1974 does state as its primary objective “the development of viable urban communities, by providing decent housing, suitable living environment and expanding economic opportunities principally for persons of low and moderate income”;

WHEREAS, Title I does offer to communities the opportunity of monetary assistance in accomplishing its stated primary objectives;

WHEREAS, The Missouri Department of Economic Development is designated to award Community Development Block Grant funding under Title I; and,

WHEREAS, The city/county does have areas of need which may be addressed through the Community Development Block Grant program.

NOW, THEREFORE, BE IT RESOLVED by the City/County of _____, Missouri, that it desires to participate with the Missouri Department of Economic Development in the improvement of our community under the activities authorized pursuant to the Housing and Community Development Act of 1974.

THEREFORE, BE IT FURTHER RESOLVED, that the Mayor/Presiding Commissioner of _____, Missouri hereby is authorized to prepare and submit documents which are necessary in applying for funding and establishing an administrative organization to implement activities pursuant to the aforementioned act.

THEREFORE, BE IT FURTHER RESOLVED, that the applicant/sub-applicant will dedicate \$_____ of local cash funds and \$_____ of in-kind materials or labor to be used in this project.

SIGNATURE, CHIEF ELECTED OFFICIAL

DATE

ATTESTED BY

DATE

(AFFIX SEAL HERE)

****INSTRUCTIONS: Amount dedicated on resolution must match Form B, Total Column B and C.
(An individual Resolution is required for each jurisdiction in a multi-jurisdictional application.)**

If matching funds are pledged from a sub-applicant (nonprofit or district), a statement from the sub-applicant pledging those funds to this project must accompany this resolution. Pledged matching funds from a sub-applicant must still appear on this resolution.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

**FY2014 START SMART APPLICATION: FORM L(a) – APPLICANT’S CERTIFICATION ON LOBBYING
RESTRICTIONS**

**An individual Anti-Lobbying Certification is required for each
jurisdiction in a multi-jurisdictional application.**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards (at all tiers, including contracts under grants, loans, and cooperative agreements, subcontracts, and subgrants) over \$100,000, and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME OF APPLICANT

SIGNATURE, CHIEF ELECTED OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM L(b) – SUB-APPLICANT’S CERTIFICATION ON LOBBYING RESTRICTIONS

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards (at all tiers, including contracts under grants, loans, and cooperative agreements, subcontracts, and sub-grants) over \$100,000, and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

NAME OF SUB-APPLICANT

SIGNATURE, CHIEF ELECTED OFFICIAL

TITLE

TYPED NAME

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM M – CERTIFICATION REGARDING SECTION 3 UTILIZATION

(APPLICABLE ONLY IF REQUESTING \$200,000 OR MORE IN CDBG FUNDS)

(An individual Form M is required for each jurisdiction in a multi-jurisdictional application.)

The City/County of _____ hereby certifies as an applicant for funding under the Missouri Community Development Block Grant program, that it will adhere to the goals and objectives of Section 3 of the Housing and Urban Development Act of 1968, as amended in 1992, which provides that “economic opportunities” (employment, job training, contracting, etc.) generated by certain HUD financial assistance shall, to the greatest extent feasible, be directed toward the following target groups:

Section 3 Residents, *defined and prioritized as:*

- Low and Very Low-Income (LMI) persons residing in public housing within the grantee’s jurisdiction;
- Other Low and Very Low-Income Persons residing in the project area, based on HUD’s current Section 8 income limits for the county or Metropolitan Statistical Area (MSA) in which the project is located.

Section 3 Business, *defined and prioritized as:*

- A business that indicates it will provide specific economic opportunities for Section 3 residents located within the grantee’s jurisdiction;
- A business that is at least 51% owned by Section 3 residents;
- A business whose current permanent, full-time employees include at least 30% Section 3 residents, or employees who were Section 3 residents within three years of the date of first employment;
- A business that provides evidence of a commitment to subcontract in excess of 25% of the dollar amount of the contract to Section 3 business.

If selected to receive program funding as a result of this application, the City/County of _____ commits to achieving a target performance goal of 30% benefit to Section 3 residents and business from CDBG-generated economic opportunities, through active recruitment and direct solicitation within the project area (non-metropolitan county or MSA) done in a fashion consistent with existing Federal, State, and local laws and regulations. It is further understood that Section 3 performance and reporting requirements will apply to all businesses awarded contracts of \$100,000 or above as a result of CDBG funding for this project.

SIGNATURE, CHIEF ELECTED OFFICIAL

DATE

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
**FY2014 START SMART APPLICATION: FORM N – RESIDENTIAL ANTIDISPLACEMENT AND
RELOCATION
ASSISTANCE PLAN**

(An individual Form N is required for each jurisdiction in a multi-jurisdictional application.)

**REQUIRED BY ALL APPLICANTS FOR FY2006 FUNDING UNDER SECTION 104(d) OF THE HOUSING AND
COMMUNITY DEVELOPMENT ACT OF 1974, AS AMENDED**

The City/County of _____ will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to use other than low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended.

All replacement housing will be provided within three years of the demolition of conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the City/County of _____ will make public and submit, to the CDBG program, the following information in writing:

1. A description of the proposed assisted activity;
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as Section 104(d) replacement dwelling units;
5. The source of funding and a time schedule for the provisions of Section 104(d) replacement dwelling units; and
6. The basis for concluding that each Section 104(d) replacement dwelling unit will remain a low/moderate income dwelling unit for at least 10 years from the date of initial occupancy.

The City/County of _____ will provide relocation assistance, as described in Section 570.488, to each low/moderate-income household displaced by the demolition of housing or by the conversion of a low/moderate-income dwelling to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the Act, the City/County of _____ will take the following steps to minimize the displacement of persons from their homes:

**** (describe actions planned to minimize displacement)**

Based on initial review of project, the following occupied dwellings (by address) will be demolished or converted with grant funds:

**** (insert address of dwellings proposed for demolition or conversion)**

As chief elected official of the City/County of _____, I hereby certify that the above plan was officially adopted on the _____ day of _____, 20____.

SIGNATURE, CHIEF ELECTED OFFICIAL

DATE

****The blanks indicated above MUST have a relevant statement included even if no displacement is planned.**

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM O (a) – SAMPLE FAIR HOUSING ORDINANCE FOR CITIES

BILL NO. _____ ORDINANCE NO. _____

***AN ORDINANCE PROVIDING "FAIR HOUSING" FOR THE CITY OF _____, MISSOURI.
DEFINES DISCRIMINATORY HOUSING PRACTICES, AND CREATES A FAIR HOUSING COMMITTEE.***

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF _____, MISSOURI, AS
FOLLOWS:

SECTION 1. - Declaration of Policy

The City Council of the City of _____ hereby declares it to be the public policy of the City to eliminate discrimination and safeguard the right of any person to sell, purchase, lease, rent, or obtain real property without regard to race, color, religion, sex, handicap, familial status, or national origin. This ordinance shall be deemed an exercise of the police powers of the City of _____ for the protection of the public welfare, prosperity, health, and peace of the people of _____, Missouri.

SECTION 2. - Definitions

For the purpose of this ordinance the following terms, phrases, words, and their derivations shall have the meaning given herein unless the context otherwise indicates.

- a. Person shall include any individual, firm, partnership, or corporation.
- b. Aggrieved Person shall include any person who is attempting to provide housing for himself and/or his family in the City of _____, Missouri.
- c. Discriminate shall mean distinctions in treatment because of race, color, religion, sex, handicap, familial status, or national origin of any person.

SECTION 3. - Discriminatory Practices

It shall be a discriminatory practice and a violation of the ordinance for any person to:

- a. Refuse to sell or rent after the making of a bona fide offer, or to refuse to negotiate for the sale or rental of, or otherwise make unavailable or deny, a dwelling to any person because of race, color, religion, sex, handicap, familial status, or national origin of any person.
- b. Discriminate against any person in the terms, conditions, or privileges of sale or rental of a dwelling, or in the provision of services or facilities in connection therewith, because of race, color, religion, sex, handicap, familial status, or national origin.
- c. Make, print, or publish, or cause to be made, printed, or published any notice, statement, or advertisement, with respect to the sale or rental of a dwelling that indicates any preference, limitation, or discrimination based on race, color, religion, sex, handicap, familial status, or national origin, or an intention to make any such preference, limitation, or discrimination.
- d. Represent to any person because of race, color, religion, sex, handicap, familial status, or national origin, that any dwelling is not available for inspection, sale, or rental when such dwelling is in fact so available.
- e. For profit, to induce or attempt to induce any person to sell or rent any dwelling by representations regarding the entry or prospective entry into the neighborhood or a person or persons of a particular race, color, religion, sex, handicap, familial status, or national origin.
- f. Discriminate in the sale or rental of housing on the basis of a handicap of that buyer or renter; a person residing in or intending to reside in that dwelling after it is so sold, rented, or made available; or any person associated with that buyer or renter. The design and construction of new multi-family dwellings containing four (4) or more units is required to meet certain adaptability and accessibility requirements in accordance with Section 804 of the 1988 Fair Housing Amendments Act.
- g. Discriminate in the sale or rental of housing on the basis of familial status or because a family has children, exempting certain types of buildings that house older persons (e.g. Section 202 housing) in accordance with Section 807 of the 1988 Fair Housing Amendments Act.

SECTION 4. - Discrimination in the Financing of a House

It shall be unlawful for any bank, building and loan association, insurance company, or other corporation, association, firm, or enterprise whose business consists in whole or in part in the making of commercial real

estate loans, to deny a loan to a person applying therefore for the purpose of purchasing, constructing, repairing, or maintaining a dwelling, or to discriminate against any person in the fixing of the amount or conditions of such loan, because of the race, color, religion, sex, handicap, familial status, or national origin of such person, or of any person therein associated in connection with such financing.

SECTION 5. - Administration

- a. There is hereby created a Fair Housing Committee whose membership shall consist of five members, who shall be appointed by the Mayor of the City with the approval of the City Council.
- b. Every complaint of a violation of this ordinance shall be referred to a Fair Housing Committee. The Fair Housing Committee shall forthwith notify the person against whom the complaint is made. The identity of the aggrieved person shall be made known to the person against whom the complaint is made at that time. If the Fair Housing Committee, after investigation, finds there is no merit to the complaint, the same shall be dismissed. If the Fair Housing Committee finds that there is merit in the complaint, in their opinion, then and in that event, the Fair Housing Committee will endeavor to eliminate the alleged discriminatory practice by conference and conciliation.
- c. If the Fair Housing Committee is unable to eliminate the alleged discriminatory practice by conference and conciliation, then and in that event, the Fair Housing Committee shall forward said complaint to the City Attorney for handling. The final determination of whether to prosecute in Municipal Court on said complaint shall be left to the City Attorney.
- d. Nothing in this ordinance shall be construed in such manner as to limit administrative enforcement mechanisms and recourse against alleged discriminatory housing practices through the U.S. Department of Housing and Urban Development, as specified under Section 810 of the Fair Housing Act as amended effective March 12, 1989, or through the Missouri Commission on Human Rights, as specified in applicable state statutes.

SECTION 6. - Enforcement

- a. Any person convicted in Municipal Court of a violation of this ordinance shall be punished by a fine of (not more than) \$_____, or by confinement in the City jail for (not more than) _____ days, or both such fine and imprisonment.
- b. The City Attorney, instead of filing a complaint in Municipal Court of said City, may, as an alternative remedy, seek to have the alleged discriminatory practices abated by an action for an injunction to be maintained in the appropriate Circuit Court of the State of Missouri.

SECTION 7. - Severability

If any section, subsection, paragraph, sentence, clause, or phrase of these standards shall be declared invalid for any reason whatsoever, such decision shall not affect the remaining portions of this ordinance which shall continue in full force and effect. To this end, the provisions of this ordinance are hereby declared to be severable.

SECTION 8. - Savings Clause

This ordinance shall not affect violations of any other ordinance, code, or regulation of the City of _____ existing prior to the effective date hereof. Any such violations shall be governed and shall continue to be punishable to the full extent of the law under the provisions of those ordinances, codes, or regulations in effect at the time the violation was committed.

Read the third time and passed, approved, and adopted by the City Council of the City of _____, Missouri, this day of *(month/year)*.

MAYOR

SEAL

ATTEST

CITY CLERK

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM O (b) – SAMPLE FAIR HOUSING RESOLUTION FOR COUNTIES

PUBLIC NOTICE

The Commissioners of _____ County as recipient of a Community Development Block Grant, have on the _____ day of _____, 20____, adopted this "Fair Housing Resolution" in compliance with the 1988 Fair Housing Amendments Act:

FAIR HOUSING RESOLUTION

The County of _____, being aware of the manner in which the public welfare is promoted through fair housing, which provides for accommodations irrespective of race, color, religion, sex, handicap, familial status, or national origin, does hereby resolve to support fair housing within its jurisdiction by:

- A. Appointing or recruiting an executive official of the County as Fair Housing Officer to coordinate the implementation of this Fair Housing Resolution;
- B. Acquiring and disseminating information concerning citizen and individual rights under Missouri State and Federal statutes in the area of fair housing;
- C. Responding to allegations, complaints, or evidence of discriminatory practices in housing by accumulating information, cooperating with citizens who wish to exercise their rights under any law which enforces fair housing through conference and conciliation if possible, and by making referral to the appropriate authorities for legal proceedings if efforts fail to resolve said complaints;
- D. Maintaining records including copies of correspondence, memoranda, etc., which pertain to alleged violation of fair housing laws, and document that all of the above steps have been taken.

APPROVED BY THE GOVERNING BODY OF THE COUNTY OF _____, STATE OF MISSOURI, THIS DAY OF _____, 20 _____.

COUNTY COMMISSIONER

ATTEST

COUNTY CLERK

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM P – SAMPLE EXCESSIVE FORCE RESOLUTION

EXCESSIVE FORCE RESOLUTION

A resolution establishing rules and regulations regarding the use of excessive force during non-violent civil rights demonstrations, including physically barring access to a facility or location which is the subject of such demonstration, and providing penalties for violations thereof. In the *City/County* of _____, Missouri, as follows:

ARTICLE I

Section 1: The *City/County* hereby adopts and will enforce this policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individual engaged in non-violent civil rights demonstrations. The *City/County* also prohibits the physical barring of any entrance or exit to such a facility and will enforce all applicable State laws in this regard.

ARTICLE II

Section 1: Any person charged with a violation of any provision of this resolution will be served by the *City/County* with written notice stating the nature of the violation.

Section 2: Any person convicted of this violation shall be guilty of a misdemeanor, and shall be fined an amount not to exceed one hundred (100) dollars for each violation. Each day on which such violation occurs shall be deemed to be a separate offense.

Section 3: Any person violating any of the provisions of this resolution shall become liable to the *City/County* for any expense, loss, or damage occasioned the *City/County* by reason of such violation.

ARTICLE III

Passed and adopted by the *City Council/County Commission* of the *City/County* of _____, State of Missouri, on *(month/day/year)*.

Mayor/Presiding Commissioner

Attest:

City/County Clerk

Note: This is intended for use as a sample. Articles I and III are the only required sections of the resolution. Article II is provided exclusively for example purposes.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 1 OF 3)

(An individual Form Q is required for each jurisdiction in a multi-jurisdictional application.)

PART I – APPLICANT/GRANTEE INFORMATION	
1. APPLICANT/GRANTEE NAME:	
2. ADDRESS:	
3. CITY/STATE/ZIP:	
4. FEDERAL EMPLOYEE IDENTIFICATION NUMBER:	
5. PHONE:	
6. INDICATE WHETHER THIS IS AN: <input type="checkbox"/> INITIAL REPORT <input type="checkbox"/> UPDATED REPORT	
7. PROJECT ASSISTED/TO BE ASSISTED – FISCAL YEAR:	
8. TYPE OF PROJECT:	
9. <input type="checkbox"/> COMPETITIVE GRANT <input type="checkbox"/> NON-COMPETITIVE GRANT/LOAN	
10. AMOUNT REQUESTED/RECEIVED:	
11. PROGRAM INCOME TO BE USED WITH ITEM 10 ABOVE:	
12. TOTAL OF ITEMS 10 AND 11:	
PART II – THRESHOLD DETERMINATION	
1. IS THE AMOUNT LISTED IN ITEM 12 ABOVE MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
2. HAVE YOU RECEIVED OR APPLIED FOR OTHER HUD ASSISTANCE (THROUGH PROGRAMS LISTED IN ATTACHMENT A OF THE INSTRUCTIONS) WHICH, WHEN ADDED TO ITEM 12 (PART 1), IS MORE THAN \$200,000? <input type="checkbox"/> YES <input type="checkbox"/> NO	
<p>IF THE ANSWER TO EITHER 1 OR 2 OF PART II IS "YES," THEN THE REMAINDER OF THIS REPORT MUST BE COMPLETED.</p> <p>IF THE ANSWER TO BOTH 1 AND 2 OF PART II IS "NO," THEN THE REMAINDER OF THIS REPORT IS NOT REQUIRED TO BE COMPLETED, BUT THE FOLLOWING CERTIFICATION MUST BE EXECUTED.</p> <p>I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.</p>	
TYPED NAME (CHIEF ELECTED OFFICIAL):	
SIGNATURE, CHIEF ELECTED OFFICIAL:	DATE:

FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 2 OF 3)

PART III – OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. PROVIDE THE REQUESTED GOVERNMENT ASSISTANCE, EXISTING OR APPLIED FOR, THAT WILL BE USED IN CONJUNCTION WITH THE CDBG FUNDING (INCLUDING THOSE LISTED IN ATTACHMENT A).

NAME AND ADDRESS OF AGENCY PROVIDING OR TO PROVIDE ASSISTANCE	PROGRAM	TYPE OF ASSISTANCE	AMOUNT REQUESTED OR PROVIDED

PART IV – INTERESTED PARTIES

ALPHABETICAL LIST OF ALL PERSONS WITH A REPORTABLE FINANCIAL INTEREST IN THE PROJECT	SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER	TYPE OF PARTICIPATION IN THE PROJECT	FINANCIAL INTEREST IN PROJECT DOLLARS AND PERCENT

FORM Q(a) – APPLICANT DISCLOSURE REPORT (PAGE 3 OF 3)

PART V – EXPECTED SOURCES AND USES OF FUNDS

1. IDENTIFY THE SOURCES AND USES OF ALL ASSISTANCE, INCLUDING CDBG, THAT HAVE BEEN OR MAY BE USED FOR THIS PROJECT:

SOURCE	USE

PART VI - CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS DISCLOSURE IS TRUE AND CORRECT, AND I AM AWARE THAT ANY FALSE INFORMATION OR LACK OF INFORMATION KNOWINGLY MADE OR OMITTED MAY SUBJECT ME TO CIVIL OR CRIMINAL PENALTIES UNDER SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE. IN ADDITION, I AM AWARE THAT IF I KNOWINGLY AND MATERIALLY VIOLATE ANY REQUIRED DISCLOSURE OF INFORMATION, INCLUDING INTENTIONAL NONDISCLOSURE, I AM SUBJECT TO A CIVIL PENALTY NOT TO EXCEED \$10,000 FOR EACH VIOLATION.

TYPED NAME (CHIEF ELECTED OFFICIAL):

SIGNATURE:

DATE:

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM Q(b) – SUB-APPLICANT DISCLOSURE REPORT (PAGE 1 OF 3)

PART I – APPLICANT/GRANTEE INFORMATION

1. APPLICANT/GRANTEE NAME:

2. ADDRESS:

3. CITY/STATE/ZIP:

4. FEDERAL EMPLOYEE IDENTIFICATION NUMBER:

5. PHONE:

6. INDICATE WHETHER THIS IS AN: ☐ INITIAL REPORT ☐ UPDATED REPORT

7. PROJECT ASSISTED/TO BE ASSISTED – FISCAL YEAR:

8. TYPE OF PROJECT:

9. ☐ COMPETITIVE GRANT ☐ NON-COMPETITIVE GRANT/LOAN

10. AMOUNT REQUESTED/RECEIVED:

11. PROGRAM INCOME TO BE USED WITH ITEM 10 ABOVE:

12. TOTAL OF ITEMS 10 AND 11:

PART II – THRESHOLD DETERMINATION

1. IS THE AMOUNT LISTED IN ITEM 12 ABOVE MORE THAN \$200,000? ☐ YES ☐ NO

2. HAVE YOU RECEIVED OR APPLIED FOR OTHER HUD ASSISTANCE (THROUGH PROGRAMS LISTED IN ATTACHMENT A OF THE INSTRUCTIONS) WHICH, WHEN ADDED TO ITEM 12 (PART 1), IS MORE THAN \$200,000? ☐ YES ☐ NO

IF THE ANSWER TO **EITHER** 1 OR 2 OF PART II IS "YES," THEN THE REMAINDER OF THIS REPORT MUST BE COMPLETED.

IF THE ANSWER TO **BOTH** 1 AND 2 OF PART II IS "NO," THEN THE REMAINDER OF THIS REPORT IS **NOT** REQUIRED TO BE COMPLETED, BUT THE FOLLOWING CERTIFICATION MUST BE EXECUTED.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

TYPED NAME (CHIEF OFFICIAL):

SIGNATURE, CHIEF OFFICIAL:

DATE:

FORM Q(b) – SUB-APPLICANT DISCLOSURE REPORT (PAGE 2 OF 3)

PART III – OTHER GOVERNMENT ASSISTANCE PROVIDED/APPLIED FOR

1. PROVIDE THE REQUESTED GOVERNMENT ASSISTANCE, EXISTING OR APPLIED FOR, THAT WILL BE USED IN CONJUNCTION WITH THE CDBG FUNDING (INCLUDING THOSE LISTED IN ATTACHMENT A).

NAME AND ADDRESS OF AGENCY PROVIDING OR TO PROVIDE ASSISTANCE	PROGRAM	TYPE OF ASSISTANCE	AMOUNT REQUESTED OR PROVIDED

PART IV – INTERESTED PARTIES

ALPHABETICAL LIST OF ALL PERSONS WITH A REPORTABLE FINANCIAL INTEREST IN THE PROJECT	SOCIAL SECURITY NUMBER OR EMPLOYER ID NUMBER	TYPE OF PARTICIPATION IN THE PROJECT	FINANCIAL INTEREST IN PROJECT DOLLARS AND PERCENT

FORM Q(b) – SUB-APPLICANT DISCLOSURE REPORT (PAGE 3 OF 3)

PART V – EXPECTED SOURCES AND USES OF FUNDS

1. IDENTIFY THE SOURCES AND USES OF ALL ASSISTANCE, INCLUDING CDBG, THAT HAVE BEEN OR MAY BE USED FOR THIS PROJECT:

SOURCE	USE

PART VI - CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION PROVIDED IN THIS DISCLOSURE IS TRUE AND CORRECT, AND I AM AWARE THAT ANY FALSE INFORMATION OR LACK OF INFORMATION KNOWINGLY MADE OR OMITTED MAY SUBJECT ME TO CIVIL OR CRIMINAL PENALTIES UNDER SECTION 1001 OF TITLE 18 OF THE UNITED STATES CODE. IN ADDITION, I AM AWARE THAT IF I KNOWINGLY AND MATERIALLY VIOLATE ANY REQUIRED DISCLOSURE OF INFORMATION, INCLUDING INTENTIONAL NONDISCLOSURE, I AM SUBJECT TO A CIVIL PENALTY NOT TO EXCEED \$10,000 FOR EACH VIOLATION.

TYPED NAME (CHIEF OFFICIAL):

SIGNATURE:

DATE:

FORM Q – DISCLOSURE REPORT INSTRUCTIONS

All applicants for CDBG funding must complete and submit, with their applications, Part I and II of the Disclosure Report. At the completion of Part II of the report, some applicants will find that they must complete Parts III, IV, V, and VI of the Report.

Part I requires the applicant's name, address, phone and Federal Identification number; indication as to whether this is an initial report or an update (all applicants will check the initial report box); the fiscal year CDBG funds subject to the disclosure; check as to whether the disclosure is related to a non-competitive application; the amount of CDBG funds being requested; the amount of any CDBG program income that will be used with the CDBG funding, if any; and the total amount (funding requested and program income).

Part II asks two questions. If the answer to both questions is "no", the applicant must complete the certification at the end of Part II, but is not required to complete the remainder of the report. If the answer to either question is "yes", then the applicant must complete the remainder of the report.

Part III requires information on any other Federal, State and/or local assistance that is to be used in conjunction with the CDBG project (See Attachment A).

Part IV requires the identification of interested parties. Interested parties are persons and entities with a pecuniary interest in the project. If any entity is being disclosed, the disclosure in Part IV must include an identification of each principal of the entity. All consultants, developers or contractors involved in the application for CDBG assistance, or in the planning, development or implementation of the project, must be identified as an interested party. Also, any other person or entity that has a pecuniary interest in the project that exceeds \$50,000 or 10 percent of the CDBG assistance, whichever is lower, must be listed as an interested party. Pecuniary interest means any financial involvement in the project, including (but not limited to) situations in which a person or entity has an equity interest in the project, shares in any profit or resale or any distribution of surplus cash or other assets of the project or receives compensation for any goods or services provided in connection with the project. (The following are not considered interested parties: local CDBG administrative staff and recipients of housing rehab assistance).

It is realized that at the time of application, applicants may not be aware of all interested parties since contracts and agreements for goods and services are not generally awarded until after notice of grant award. Subsequent to grant award, as projects are being implemented, funds will be committed to interested parties which will necessitate the submission of an updated Disclosure Report. However, if an applicant for CDBG funds identifies, under Part III of the Disclosure Report, other governmental assistance that is to be used in conjunction with projects funded with CDBG funds and, if these other funds have been committed to interested parties, then these interested parties must be identified in Part IV of the initial report.

Part V requires applicants to identify the sources and use of all funds to be used in conjunction with CDBG funded project. The sources and uses must include all the other assistance identified in Part III as well as the CDBG funds identified in Part I, items 10 and 11.

Part VI requires the certification of the Chief Elected Official.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM Q, ATTACHMENT A – DISCLOSURE REQUIREMENTS

This attachment contains a list of all the HUD programs that are subject to the disclosure requirements of 24 CFR Part 12 Subpart C. All applicants for CDBG assistance must review this list to determine if they are receiving, or expect to receive, assistance from other covered programs besides CDBG. Applicants must consider HUD funds that are received either directly from HUD or through the State. The State administered CDBG Program is listed under 3(v).

The applicant uses the total amount of funds received from all the sources to answer the second question of Part II of the Disclosure Report.

1. Section 312 Rehabilitation Loans under 24 CFR Part 510, except loans for single family properties.
2. Home Investment Partnership Act Funds Under 24 CFR Part 92
(Excludes formula distributions to States, units of general local government, or consortium of units of general local government under Subpart D and G, within-year reallocations under Subpart D, and the HUD-administered Small Cities program under Subpart F).
3. Applications for grant amounts for a specific project or activity under Title I of the Housing and Community Development Act of 1974 made to:
 - (I) HUD, for a Special Purpose Grant under Section 105 of the Department of Housing and Urban Development Reform Act of 1989 for technical assistance, the Work Study program or Historically Black Colleges;
 - (II) HUD, for a loan guarantee under 24 CFR Part 470, Subpart M;
 - (III) HUD, for a grant to an Indian tribe under Title I of the Housing and Community Development Act of 1974;
 - (IV) HUD, for a grant under the HUD-administered Small Cities program under CFR Part 570, Subpart F; and
 - (V) A State or unit of general local government under 24 CFR Part 570.
4. Applicants for grant amounts for a specific project or activity under the Emergency Shelter Grant program under 24 CFR Part 576 made to a State or to a unit of general local government, including a Territory.
(Excludes formula distributions to States and units of general local government (including Territories); reallocations to States, units of general local government (including Territories) and non-profit organizations; and applications to an entity other than HUD or a State or unit of general local government).
5. Transitional Housing under 24 CFR Part 577.
6. Permanent Housing for Handicapped Homeless Persons under 24 CFR Part 578.
7. Section 8 Housing Assistance Payments (only project-based housing under the Existing Housing and Moderate Rehabilitation programs under 24 CFR Part 882, including the Moderate Rehabilitation program for Single Room Occupancy Dwellings for the Homeless under Subpart H).
8. Section 8 Housing Assistance Payments for Housing the Elderly or Handicapped under 24 CFR Part 885.
9. Loans for Housing for the Elderly or Handicapped under Section 202 of the Housing Act of 1959 (including operating assistance for Housing for the Handicapped under Section 162 of the Housing and Community Development Act of 1987 and Seed Money Loans under Section 106(b) of the Housing and Urban Development Act of 1968).
10. Section 8 Housing Assistance Payments – Special Allocations – Assistance under 24 CFR Part 886.
11. Flexible Subsidy under 24 CFR Part 219 – both Operating Assistance under Subpart B and Capital Improvement Loans under Subpart C.
12. Low-Rent Housing Opportunities under 24 CFR Part 904.

13. Indian Housing under 24 CFR Part 905.
14. Public Housing Development under 24 CFR Part 941.
15. Comprehensive Improvement Assistance under 24 CFR Part 968.
16. Resident Management under 24 CFR Part 964, Subpart C.
17. Neighborhood Development Demonstration under Section 123 of the Housing and Urban-Rural Recovery Act of 1983.
18. Nehemiah Grants under 24 CFR Part 280.
19. Research and Technology Grants under Title V of the Housing and Urban Development Act of 1970.
20. Congregate Services under the Congregate Housing Services Act of 1978.
21. Counseling under Section 106 of the Housing and Urban Development Act of 1968.
22. Fair Housing Initiative under 24 CFR Part 125.
23. Public Housing Drug Elimination Grants under Section 5129 of the Anti-Drug Abuse Act of 1988.
24. Fair Housing Assistance under 24 CFR Part 111.
25. Public Housing Early Childhood Development Grants under Section 222 of the Housing and Urban-Rural Recovery Act of 1983.
26. Mortgage Insurance under 24 CFR Subtitle B, Chapter II (only multifamily and non-residential).
27. Supplemental Assistance for Facilities to Assist the Homeless under 24 CFR Part 579.
28. Shelter Plus Care Assistance under Section 837 of the Cranston-Gonzales National Affordable Housing Act.
29. Planning and Implementation Grants for HOPE and Public and Indian Housing Homeownership under Title IV, Subtitle A, of the Cranston-Gonzales National Affordable Housing Act.
30. Planning and Implementation Grants for HOPE for Homeownership of Multifamily Units under Title IV, Subtitle B, of the Cranston-Gonzales National Affordable Housing Act.
31. HOPE for Elderly Independence Demonstration under Section 803 of the Cranston-Gonzales National Affordable Housing Act.

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM R – LMI SURVEY INSTRUMENT

(MUST BE SUBMITTED WITH APPLICATION IF SURVEY CONDUCTED)

THE CITY/COUNTY OF _____ IS CONDUCTING A SURVEY TO DETERMINE THE NEED FOR THE IMPROVEMENTS IN PUBLIC FACILITIES, HOUSING, AND SERVICES. SOME OF THE IMPROVEMENT PROJECTS MAY BE ELIGIBLE FOR FEDERAL FUNDING. THIS SURVEY IS AN ELIGIBILITY REQUIREMENT FOR SUCH FUNDING. YOUR SURVEY ANSWERS WILL BE KEPT CONFIDENTIAL.									
1. PLEASE INDICATE THE NUMBER OF FAMILIES (PERSONS RELATED BY BIRTH, MARRIAGE, OR ADOPTION) LIVING AT THIS ADDRESS (AN UNRELATED INDIVIDUAL IS CONSIDERED A ONE-PERSON FAMILY, WHETHER LIVING ALONE OR WITH ANOTHER FAMILY).									
NUMBER OF FAMILIES:					TOTAL NUMBER OF PERSONS:				
2. HOW MANY IN EACH FAMILY:				#1		#2		#3	
3. FOR EACH FAMILY INDICATED ABOVE, PLEASE CHECK WHETHER YOUR TOTAL FAMILY INCOME IS ABOVE, BETWEEN, OR BELOW THE INCOME FIGURES PROVIDED FOR YOUR FAMILY SIZE.									
Family Size	Income Limits					FAMILY #1		FAMILY #2	
	A (30%)		B (50%)		C (80%)				
1	_____	TO	_____	TO	_____	FAMILY SIZE: _____		FAMILY SIZE: _____	
2	_____	TO	_____	TO	_____	<input type="checkbox"/> Income Above Column C		<input type="checkbox"/> Income Above Column C	
3	_____	TO	_____	TO	_____	<input type="checkbox"/> Income between Column B & C		<input type="checkbox"/> Income between Column B & C	
4	_____	TO	_____	TO	_____	<input type="checkbox"/> Income between Column A & B		<input type="checkbox"/> Income between Column A & B	
5	_____	TO	_____	TO	_____	<input type="checkbox"/> Income below Column A		<input type="checkbox"/> Income below Column A	
6	_____	TO	_____	TO	_____				
7	_____	TO	_____	TO	_____				
8	_____	TO	_____	TO	_____				
4. HOW MANY PERSONS AT THIS ADDRESS ARE:									
FEMALE HEADS OF HOUSEHOLD?					CHILDREN AGE SIX YEARS AND UNDER?				
OVER THE AGE OF 62?					HANDICAPPED/DISABLED?				
5. TO HELP DETERMINE THE POPULATION CHARACTERISTICS OF THE PROJECT AREA, PLEASE INDICATE THE NUMBER OF PERSONS AT THIS ADDRESS THAT ARE:									
HISPANIC OR LATINO:									
NOT HISPANIC OR LATINO:									
6. TO FURTHER HELP DETERMINE THE POPULATION CHARACTERISTICS OF THE PROJECT AREA, PLEASE INDICATE THE NUMBER OF PERSONS AT THIS ADDRESS THAT ARE:									
WHITE:					ASIAN & WHITE:				
BLACK/AFRICAN AMERICAN:					BLACK/AFRICAN AMERICAN & WHITE:				
ASIAN:					AM. INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM.:				
AMERICAN INDIAN/ALASKAN NATIVE:					ASIAN & NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:				
NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER:					ALL OTHERS:				
AMERICAN INDIAN/ALASKAN NATIVE & WHITE:									
7. DATE:				SIGNATURE (OPTIONAL):					

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
FY2014 START SMART APPLICATION: FORM S – SURVEY TABULATION SHEET

(MUST BE SUBMITTED WITH APPLICATION, IF SURVEY CONDUCTED)

FAMILY SIZE	LMI		NON-LMI		TOTAL	
	FAMILIES	PERSONS	FAMILIES	PERSONS	FAMILIES	PERSONS
ONE PERSON						
TWO PERSONS						
THREE PERSONS						
FOUR PERSONS						
FIVE PERSONS						
SIX PERSONS						
SEVEN PERSONS						
EIGHT PERSONS						
TOTAL						
1. NUMBER OF SURVEYS DISTRIBUTED:						
2. NUMBER OF SURVEYS RETURNED:						
3. SURVEY RESPONSE RATE (2 DIVIDED BY 1):						
4. LMI PERCENT FROM SURVEY:		FAMILIES:			PERSONS:	
5(a). DATA FROM SURVEY (EXTRAPOLATE TO 100%):						
A. HISPANIC OR LATINO:			PERCENT:		NUMBER:	
B. NOT HISPANIC OR LATINO:			PERCENT:		NUMBER:	
5(b). DATA FROM SURVEY (EXTRAPOLATE TO 100%):						
				TOTAL	HISPANIC	
A. WHITE:			PERCENT:		NUMBER:	
B. BLACK/AFRICAN AMERICAN:			PERCENT:		NUMBER:	
C. ASIAN:			PERCENT:		NUMBER:	
D. AMERICAN INDIAN /ALASKA NATIVE			PERCENT:		NUMBER:	
E. NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER			PERCENT:		NUMBER:	
F. AMERICAN INDIAN/ALASKAN NATIVE & WHITE			PERCENT:		NUMBER:	
G. ASIAN/WHITE			PERCENT:		NUMBER:	
H. BLACK/AFRICAN AMERICAN & WHITE			PERCENT:		NUMBER:	
I. AM. INDIAN/ALASKAN NATIVE & BLACK/AFRICAN AM			PERCENT		NUMBER	
J. ASIAN & NATIVE HAWAIIAN/OTHER PACIFIC ISLANDER			PERCENT		NUMBER	
K. OTHER MULTI-RACIAL			PERCENT		NUBMER	
L. ELDERLY/AGE 62 OR OLDER			PERCENT		NUMBER	
M. HANDICAPPED/DISABLED			PERCENT		NUMBER	
N. FEMALE HEAD OF HOUSEHOLD			PERCENT		NUMBER	
NOTE: PERSONS FALLING WITHIN CATEGORIES A,B, AND C SHOULD ALSO BE COUNTED IN CATEGORIES D THROUGH H.						
6. DISCUSS, IN DETAIL, THE SURVEY METHODOLOGY. CONDUCTED BY WHOM? WHEN? HOW WAS THE SURVEY CONDUCTED? METHOD OF CODING, ABSENTEES, ETC.? (USE REVERSE SIDE OR ATTACH ADDITIONAL SHEET IF NECESSARY.)						
7. HOW MANY LMI HOUSEHOLDS IN THE PROJECT AREA HAVE INDICATED IN WRITING THEIR INTENT TO PARTICIPATE IN THIS PROPOSED PROJECT? Persons _____ Households _____						

MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

FY2014 START SMART APPLICATION: FORM U – DATA COLLECTION FOR CDBG ACTIVITIES

Applicant:			
Category	Corresponding Activity Data Required		
Community Facility	A		
Demolition	B		
Microenterprise/Economic Development	C,D and/or E		
Water/Sewer (Engineering Plans-Specs)	A		
		DATA	
		Collected at time of Application	Collected at time of Closeout
Activity	Outcome Indicators	PROPOSED	ACTUAL
A. Public facility or Public Infrastructure activities	Number of persons with:		
	a. new access to benefit, or		
	b. improved access to benefit		
	c. improved quality of benefit		
B. Demolition Only	Number of demolitions:		
Economic Development Activities – For jobs created or retained, select from only among the following Economic Development Administration(EDA) job category definitions: Officials and Managers (OM) Craft Worker – Skilled (CW) Professional (P) Operatives – Semi-Skilled (OP) Technicians (T) Laborers – Unskilled (LB) Sales (S) Service Workers (SW) Office and Clerical (OC)			
C. Jobs Created	Total number of Jobs:		
	a. Of those, number with employer-sponsored healthcare		
	b. **Type of jobs created		
	c. Number unemployed before taking job		
D. Jobs Retained	Total number of jobs:		
	a. Of those, number with employer-sponsored healthcare		
	b. **Type of jobs created		
E. Businesses Assisted	1. Total businesses assisted, number of:		
	a. New businesses		
	b. Existing businesses		
	Of those, number of expansions:		
	Number of relocations:		
	c. DUNS # of business(es)		

FY-2014 Application – Form V: Certification & E-Verify

This form certifies that the applicant (city/county) and subapplicant (if relevant to the application/project) do not employ illegal aliens (undocumented workers)* and that the information contained in the application is true, correct and complete.

* In addition to certifying that your organization does not employ illegal aliens, **all applicants must:** 1) enroll in E-Verify, 2) check the box on the Certification confirming enrollment and participation in E-Verify, and 3) provide supporting documentation.

The **E-Verify Program**, conducted jointly by the U.S. Citizenship and Immigration Services (USCIS) Verification Division and the Social Security Administration (SSA), is designed to provide employment status information to determine the eligibility of applicants for employment.

E-Verify requires that participating commercial employers use the automated Verification Information System (VIS) to check the SSA and the USCIS databases to verify the employment authorization of **ALL** newly hired employees.

An employer's participation in E-Verify is voluntary and is currently free. To access the E-Verify website, go to: https://www.vis-dhs.com/employer_information.htm

The Certification form must be signed by the chief official of the applicant (and subapplicant if required) and notarized. **All applicants (and subapplicants) must complete this form and attach a copy of the e-verification memorandum to be eligible for the CDBG program.**

CERTIFICATION

- I certify that I am an authorized representative of the applicant/subapplicant and as such am authorized to make the statement of affirmation contained herein.
- I certify that the applicant/subapplicant does NOT knowingly employ any person who is an unauthorized alien and that the applicant/subapplicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
- I certify that the applicant/subapplicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify applicant/subapplicant for this program. I certify that the applicant/subapplicant will maintain and, upon request, provide the Department of Economic Development documentation demonstrating applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant/subapplicant for this program.
- I understand that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- I understand that if the applicant/subapplicant is found to have employed an unauthorized alien, applicant may subject to penalties pursuant to Sections 135.815, 285.025, and 285.535, RSMo.
- I hereby agree to allow representatives of the Department of Economic Development access to the property and applicable records as may be necessary for the administration of this program.
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

Required Attachment:

- ☐ Copy of the executed Memorandum of Understanding between the applicant/subapplicant and the United States Citizenship and Immigration Services (USCIS).

Name*	Title
Signature	Date

STATE OF MISSOURI)
) ss.
COUNTY/CITY OF _____)

On this _____ day of _____, 20____, before me, _____, a Notary Public in and for said state, personally appeared _____, known to me to be the person who executed the Certification and acknowledged and states on his/her oath to me that he/she executed the same for the purposes therein stated.

Notary Public

My commission expires _____

SAMPLE AGREEMENT BETWEEN APPLICANT AND SUB-APPLICANT

This Agreement, made and entered into this _____ day of _____, 20____, by and between _____, hereinafter called the "Applicant," and _____, hereinafter called the "Sub-applicant."

Whereas, the Applicant is applying for a Community Development Block Grant from the State of Missouri, and it is the Applicant's desire to relinquish certain responsibilities as allowed by the program and the State statutes;

Whereas, the Sub-applicant will benefit from the grant proceeds and finds it in the best interest of both parties to assume these responsibilities;

Now, therefore, the parties hereto agree as follows:

1. The Sub-applicant shall assume all grant responsibilities listed with the exception of #2 below, which both parties understand cannot be assumed by the Sub-applicant;
2. In addition to the above, the Applicant agrees to retain all financial responsibilities of the grant program, with the understanding that all invoices (financial indebtedness) must be paid through the Applicant's established method;
3. Responsibilities not listed on the attached Grant Agreement, but which the Sub-applicant agrees to carry out on behalf of the Applicant, are as follows:

The Applicant also acknowledges, as part of this Agreement, that liability for the grant is wholly within its realm and the Sub-applicant hereby assumes responsibility to see that all terms listed herein are met, with the above exceptions. This Agreement shall be valid until successful project completion and grant close-out.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year indicated above.

Applicant

Sub-applicant

Attest: _____

Attest: _____

**INTERGOVERNMENTAL AGREEMENT
SAMPLE AGREEMENT BETWEEN 2 (or more) UNITS OF GOVERNMENT**

This Agreement, made and entered into this _____ day of _____, 20____, by and between local jurisdictions of _____, _____, and _____.

Whereas, the proposed project construction or majority of beneficiaries lies within the legal jurisdiction of _____ the lead applicant shall be so named;

Whereas, all parties to this Agreement share in common the community development need of _____ and such need, when met, shall offer a higher quality of life for all citizens in each party's jurisdiction;

Whereas, all parties understand and comply with the CDBG application requirements as they relate to the lead applicant and as parties to a multijurisdictional project, including, but not limited to:

Now, therefore, the parties hereto agree as follows:

1. The lead applicant, _____, shall assume all grant responsibilities listed on the Grantee's Grant Agreement;
2. The lead applicant shall retain all financial responsibilities of the grant program, with the understanding that all invoices(financial, indebtedness) must be paid through the Grantee's established method;
3. Responsibilities that parties agree to carry out on behalf of the lead applicant are as follows:

Jurisdiction:

Duties:

The lead applicant also acknowledges, as part of this Agreement, that liability for the grant is wholly within its realm and the additional parties (jurisdictions) hereby assume responsibility for all terms listed herein, with any exceptions listed above. This Agreement shall be valid until successful completion and grant close-out. IN WITNESS WHEREOF, the parties hereto have executed this Agreement, as of the day and year indicated above.

Lead applicant jurisdiction

Additional jurisdiction

Additional jurisdiction

Additional Jurisdiction